

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 710-2

7 September 2004

**Effective: 7 October 2004**

**Inventory Management**  
**REQUISITION AND ISSUE OF SUPPLIES AND EQUIPMENT**

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FOR THE COMMANDER:

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DISTRIBUTION:

A (Electronic publication only)

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**Summary.** The regulation prescribes policies and procedures for requisition and issue of supplies and equipment.

**Applicability.** This regulation applies to United States Military Entrance Processing Command (USMEPCOM) activities.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MRM-AD-PB, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Suggested improvements.** Users are encouraged to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) or by memorandum to HQ USMEPCOM, 2834 Green Bay Road, ATTN: MRM-AD-PB, North Chicago, IL 60064-3094.

**Management control process.** This regulation contains management control provisions but does not identify the key management controls to be evaluated.

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## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation prescribes policies and procedures for supply accounting, maintenance, procurement, and the Department of Defense (DOD) Purchase Card program for USMEPCOM activities. This regulation also provides policies and procedures for supply operations; equipment and materiel authorization; accountability; maintenance; disposition of property; maintenance and policy for the international merchant purchase authorization card program; and procurement procedures. This regulation also provides guidance for management of the Command Logistics Evaluation and Assistance Program (CLEAP) and the Command Supply Discipline Program.

#### **1-2. References**

References are listed in appendix A. Throughout this regulation forms numbers are reflected. If there is an automated form generated by the USMEPCOM Automated Property Book System (MAPBS), these are used in place of stated forms.

#### **1-3. Abbreviations and terms**

Abbreviations and terms used in this publication are explained in the glossary.

#### **1-4. Responsibilities**

a. MRM, HQ USMEPCOM, will—

(1) Implement DOD directives on logistics functions and provide logistical guidance and assistance to USMEPCOM activities. Also develop command-unique logistical policies that ensure economy of operation and mission accomplishment within USMEPCOM.

(2) Coordinate materiel requirements with applicable staff directorates, Sectors, and military entrance processing stations (MEPS) to update the USMEPCOM Table of Distribution and Allowances (TDA), section III, and the USMEPCOM equipment authorization document (MEAD).

(3) Coordinate authorization for medical equipment through the Command Surgeon, HQ USMEPCOM.

(4) Provide guidance to the MEPS as to the identification, requisitioning, receipt, handling, storage, use, disposition, and reporting of hazardous materials.

(5) Ensure the MEPS obtain Department of Defense (DD) Form 2357 (Hazardous Component Safety Data Statement (HCSDS)).

(6) Manage the policies and procedures for the collection, storage, transportation, and disposal of regulated medical waste at the MEPS.

(7) Manage the DOD and DA policies and procedures on equipment maintenance.

(8) Provide technical assistance and management control of maintenance programs of USMEPCOM activities.

(9) Conduct periodic inspections and staff visits, as appropriate, to determine the adequacy of supply discipline, maintenance procedures, and stewardship of the DOD Purchase Card program.

(10) MRM, HQ USMEPCOM, will review all validated requirements for compliance of DA logistical regulations and inclusion in the appropriate allowance document (MRM-AD-PB). The Acquisition Division (MRM-AD) is responsible for the acquisition of all equipment and supplies, to include information technology equipment (ITE).

b. The Director, Medical Plans and Policy Directorate (MMD), HQ USMEPCOM, will prescribe the medical supplies and equipment to be used when conducting medical examinations at the MEPS.

c. The Director, Information Technology (MIT), HQ USMEPCOM, will prescribe/validate requirements for ITE and supplies.

d. Sector commanders will monitor, through review of command inspections, reviews, staff assistance visits, and evaluation results; for compliance with all policies and procedures prescribed by this regulation. Coordinate staff assistance/evaluation visits conducted by HQ USMEPCOM (MRM-AD-PB). Ensure that day-to-day logistical operational control and problem resolution of subordinate MEPS are referred to MRM-AD-PB.

e. MEPS commanders will—

(1) Ensure government property and supplies are acquired according to authorization documents and DOD Purchase Card procedures.

(2) Ensure property and supplies are accounted for, inventoried, maintained, safeguarded, disposed of, and controlled according to this regulation and applicable DOD directives.

(3) Provide the required financial, technical data, and justification necessary for the review, evaluation and acquisition of equipment, supplies and maintenance required sustaining mission accomplishment.

(4) Manage materials and wastes in a manner that protects the health and the environment, and ensure compliance with federal, state, and local laws and with USMEPCOM regulations.

(5) Maintain only the minimum amount of material that is necessary to accomplish the mission. Ensure personnel receive adequate operator maintenance training.

(6) Provide logistical support to recruiting liaison personnel stationed at the MEPS.

(7) Ensure implementation of USMEPCOM supply discipline program.

(8) Appoint in writing, a property book officer (PBO).

f. PBOs, supply sergeants, and supply technicians will ensure property and supplies are acquired, managed, accounted for, hand receipted to the user level, inventoried, maintained, safeguarded, disposed of, and controlled according to procedures prescribed in this regulation.

#### **1-5. Restrictions to this regulation**

a. USMEPCOM activities will not deviate from the equipment authorization, inventory control, property accountability, acquisition and disposition of supplies and equipment, and general supply operations policies and procedures prescribed in this regulation and required regulations identified in appendix A.

b. Where policies and procedures prescribed, herein, are in conflict with any other subordinate directive and or policy, this regulation will take precedence. Requests for clarification or exception-to-policy of accounting requirements will be forwarded to HQ USMEPCOM (MRM-AD), 2834 Green Bay Road, North Chicago, IL 60064-3094.

## **Chapter 2**

### **Property Accounting Requirements**

#### **2-1. General requirements**

a. All persons entrusted with government property are responsible for its proper use, care, maintenance, and security.

b. Persons filling accountable officer/PBO positions within the Command will not be assigned an additional duty that would prevent them from exercising the proper care and maintenance of the property for which they are responsible.

c. The PBO will maintain documentation of location, hand receipt number, and the person charged with its maintenance and security under file 710-2a, Property book and supporting documents. Disposition instructions are at appendix A, section IV.

(1) No government property will be sold, given as a gift, loaned, exchanged, or otherwise disposed of unless specifically authorized by law or provisions of this regulation. Items replaced in-kind and payments made under the provisions of paragraph 12-1c(2) for lost, damaged, or destroyed government property does not constitute a sale of government property. Title to such property remains with the U.S. Government.

(2) Giving or accepting DA Form 2062 (Hand Receipt/Annex Number) or other form of receipt to cover articles that are missing, or appear to be missing, is prohibited.

(3) The PBO will record the serial numbers for property in use on the property book to user level on hand receipt and the supporting document. When sensitive or pilfer able commercial materiel is received without recorded serial numbers, the accountable officer/PBO will assign a local serial number to ensure positive identification of the materiel on the property book (particular attention needs to be given to ITE).

(4) USMEPCOM property will not be loaned to other federal activities and agencies or to civilian or commercial activities and agencies except as specifically authorized by this regulation. Users may request exceptions to this policy by memorandum, with justification, to HQ USMEPCOM (MRM-AD-PB).

(5) Military members who occupy government-leased housing or government quarters or who have been issued furnishings for use in the lease must properly care for such property. The service member's occupancy of the housing or quarters establishes direct responsibility and accountability for the structure and for any and all furnishings provided.

(6) The requisitioning and procurement or assembling of excess repair parts or components to create an item is prohibited below USMEPCOM (MIT) level. Excess equipment and supplies will be reported by memorandum for disposition, through MRM-AD-PB to MIT.

#### **2-2. Accounting for USMEPCOM property**

a. Property acquired by USMEPCOM from whatever source, whether paid for or not, must be accounted for through formal records. The accounting will be continuous from the time of acquisition until the ultimate consumption or disposal of the property occurs.

b. Government property is categorized for financial accounting and reporting purposes as real property or personal property. Real property consists of lands and structures. Personal property consists



of nonconsumable supplies (capital equipment and other nonexpendable supplies) and expendable/durable consumable supplies.

c. Property, except real property and contractor-acquired property, acquired in any manner will be processed through and accounted for on a formal property book record before issue.

d. Real property is not accounted for at the USMEPCOM property book level. Personal property will be accounted for and classified as expendable, durable, or nonexpendable. Criteria for each account requirement code (ARC) are explained in chapter 6. The physical characteristics and the anticipated use are the main factors in classifying an item. However, unit price will be considered to ensure that the costing of the accounting procedures being required are not out of proportion to the cost of the item being controlled. Items are classified as follows:

(1) Nonexpendable. Nonexpendable property requires formal property book accounting at the user level.

(2) Expendable. Expendable property requires no formal accounting after issued to the user.

(3) Durable. Durable property will be controlled at the user level using hand receipt procedures and are controlled on the property book (e.g., hand tools are durable items).

e. Accountable officers/PBOs will establish accountability for any property discovered and not accounted for. (See chap. 5 for procedures for “Turn-in or found on installation/premise property.”)

f. Military and civilian employees will turn in found government property to their accountable officer/PBO for proper disposition and accounting.

g. Commanders will ensure that supply transactions for materiel and services are assigned a document number (see par. 4-8) and that supporting document files are maintained.

h. The responsible or accountable officer or the designated representative is the sole source for requesting and receiving government property, services, and supplies.

### **2-3. Inventories of property**

The designated representative will conduct inventories of nonexpendable and durable supplies in use, in storage, or awaiting disposition at least annually or on change of hand receipt holder, appointment of an accountable officer, or assumption of command of a new responsible officer (Sector and MEPS commanders and MRM, HQ USMEPCOM). Inventories will be conducted more often when prescribed by the responsible officer (commanders or MRM) to ensure a 100-percent inventory accuracy objective. Responsible officers will direct additional inventories when an inventory falls below a 90-percent accuracy level. The person having possession of, or supervisory control over the property is responsible for the conducting the inventories. The “activities” accountable officer will ensure inventories are conducted when required and provide hand receipt holders assistance as deemed necessary. A record of the inventories and all adjustments will be maintained with the property records under file 710-2m, Receipting authorities. Disposition instructions are in appendix A, section VI. Detailed inventory requirements and procedures are contained in chapter 9.

### **2-4. Accountability**

Accountability is the obligation of a person to keep records of property, documents, or funds, such as identification data, gains, losses, due-in and due-out property, balances on-hand or in-use.

## 2-5. Responsibility

Responsibility is the obligation of an individual to ensure that government property and funds entrusted to his or her possession, command, or supervision are properly used and cared for, and that proper custody and safekeeping are provided. Figure 2-1 (found at the end of this chapter) shows the different types of responsibility and their relationship to levels of command and supervision. The four types of responsibilities are:

**a. Command responsibility.** The obligation of a commander to ensure that all government property within his or her command is properly used and cared for and that proper custody and safekeeping are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment to a commander's position at any level and includes:

- (1) Ensuring the security of all property of the Command, whether in use or in storage.
- (2) Observing subordinates to ensure that their activities contribute to the proper custody, care, and safekeeping of all property within the Command.
- (3) Enforcing all security, safety, and accounting requirements.
- (4) Taking administrative or disciplinary measures when necessary.

**b. Supervisory responsibility.** The obligation of a supervisor to ensure that all government property issued to, or used by his or her subordinates, is properly used and that proper custody and safekeeping are provided. It is inherent in all supervisory positions, and is not contingent upon signed receipts or responsibility statements; responsibility is by assignment to a specific position, and cannot be delegated, it includes:

- (1) Providing proper guidance and direction.
- (2) Enforcing all security, safety, and accounting requirements.
- (3) Maintaining a supervisory climate that will facilitate and ensure the proper care and use of government property.

**c. Direct responsibility.** The obligation of a person to ensure that all government property for which he or she is receipted is being properly used and cared for, and that proper custody and safekeeping are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on DA Form 2062 from an accountable officer. Commanders and supervisors will determine and assign in writing the individuals who will have direct responsibility for property (hand receipt holders).

**d. Personal responsibility.** The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all government property in his or her physical possession. It applies to all government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt.

**e. Responsibility relationship.** Command responsibility and supervisory responsibility depend on the location of the property within the chain of command. This responsibility is a part of a job or position and is incurred by assuming that command or supervisory position. (It cannot be delegated.)

- (1) Direct responsibility is a formal assignment of property responsibility to a person within the supply chain who has the property within his or her custody, but not necessarily in their possession or for their use. Accountable officers always have direct responsibility unless it has been specifically assigned

to another person. Accountable officers may delegate such responsibility by written designation or by issue of the property on an automated hand receipt to the user level.

(2) Personal responsibility always accompanies the physical possession of the property.

**f. Responsibility for public funds.** A person who receives or handles public funds has personal responsibility for safeguarding those funds until deposited with a disbursing officer. That person is financially liable for the full value of losses of such funds attributable to personal negligence or misconduct.

## **2-6. Relationship between accountability and responsibility**

Accountability pertains to maintaining formally prescribed property records for a property account. Property accounts within USMEPCOM activities are those elements within the Command assigned a unit identification code (UIC) and DOD Activity Address Code (DODAAC). It is an obligation officially assigned to a specific person and cannot be delegated. Responsibility pertains to the care, custody, and safekeeping of government property. The specific responsibility depends on the relationship of the person to the property. Accountability and the four types of responsibilities are separate obligations. They are incurred for separate reasons.

a. Accountability and each type of responsibility carry specific duties. Financial liability can be assessed against any person who fails, through negligence, to perform those duties and where such failure is the proximate cause of a loss to the U.S. Government.

b. The appointment as an accountable officer for a property book account carries responsibility as follows:

(1) At the property book level, the PBO is directly responsible for all property carried on the property book records that has not been issued on an automated hand receipt to the user level.

(2) Property issued by the PBO on an automated hand receipt (called the primary hand receipt) carries with it the delegation of direct responsibility for the property listed.

(3) Further hand receipting on an automated hand receipt (sub-hand receipting) does not transfer direct responsibility nor relieve the primary hand receipt holder (PHRH) of his or her duties.

c. Any member of USMEPCOM, civilian or military, may be charged with responsibility for property. (See par. 2-5 of this regulation for the four different types of responsibility.)

## **2-7. Appointing of accountable officer (property book officer)**

The designated appointing authorities for USMEPCOM activities are commanders or head of the activity for which the property book/records are being maintained. At the Sector and MEPS level, the commander is the responsible/appointing authority for the activities PBO. MRM, HQ USMEPCOM, is the designated responsible/appointing authority at HQ USMEPCOM. Appointing authorities have the option of either retaining both responsibility and accountability or delegating accountability to a PBO. Accountability may be delegated, however responsibility cannot. When the designated appointment authorities elects to appoint an accountable officer it must be in writing. The designated representative may be a military officer or a DA civilian.

a. An accountable officer may be—

(1) A commissioned officer or warrant officer.

(2) A DA civilian employee equal to 2-7a(1), above.

(3) The appointment of an enlisted person, grade E5 and above, will only be considered when no personnel cited in 2-7a(1) or 2-7a(2), above are available, with final approval authority by the Secretary of the Army.

b. Persons will not perform the dual functions of stock record accountable officer, PBO of another activity, transportation officer (TO), MEPS support group supervisor, or blanket purchase agreement ordering officer duties simultaneously.

c. The accountable officer will not be assigned duties that will remove or separate him/her from his/her property account for an extended period of time. In the event an accountable officer is assigned duties that will separate him/her from their accountable officer's duties for a period of 30 calendar days or longer, an interim or replacement accountable officer must be appointed. (The procedures for change or transfer of accountability are shown in chapter 9 apply.)

## **2-8. Duties of accountable officer (property book officer)**

a. The accountable officer will have a formal set of property accounting records that show, on a continuing basis, the item identification; gains and losses; on-hand balances; and condition and location of all property assigned to the property account. Documentation identified in this regulation will be maintained to support the recorded entries.

b. When property that must be accounted for is issued to a property book account, the PBO receiving the property is charged with property book accountability. Accountability remains with the PBO until the property is transferred to another accountable officer or the property is dropped from the property book records with a valid credit voucher.

## **2-9. Property book accounts**

a. The property book account is a formal set of property records and files kept at the user level. It is used to record and account for all nonexpendable and other specially designated property issued to that activity.

b. A property book account will be established for each USMEPCOM activity having an assigned parent organization UIC, unless directed by this Headquarters otherwise.

c. Each property book account will be managed by the PBO. PBOs are accountable officers within the context of this regulation. When the option is elected not to appoint a PBO, the appointing authority remains both responsible and accountable for the property book account (see par. 2-8).

## **2-10. USMEPCOM property and non-USMEPCOM property**

a. USMEPCOM funding proponent is DA; therefore, property control is Army, except property owned by a nonappropriated fund.

b. The USMEPCOM Morale, Welfare, and Recreation Amusement Vending Machine Fund (AVMF) are a nonappropriated fund account. Property purchased through the AVMF accounts are accounted for according to USMEPCOM Regulation 215-1 (Morale, Welfare, and Recreation Amusement Vending Machine Fund).

c. Materiel and services obtained with appropriated funds must be accounted for on a property account that provides a clear audit (trail) unless specifically exempted by an Army regulation (AR) or this regulation. Property leased or rented by USMEPCOM with appropriated funds is considered Army property for the duration of the lease or rental period unless so stated in this regulation.

d. Property of another military department, other U.S. Government activity or agency, which is not under DA or USMEPCOM control, is considered to be non-Army property. Property issued, loaned, or leased directly to a USMEPCOM member or employee that was not requested or purchased using an assigned USMEPCOM DODAAC is considered non-Army property.

## **2-11. Liability of USMEPCOM for property on loan from other activities**

a. Unless otherwise stated in this regulation or in loan agreements or contracts, USMEPCOM has control over and accounts for "Army property," any property loaned to the Army by another military department, U.S. Government agency, or civilian institution. Such property will be accounted for by equipment loan file and includes copies of documents authorizing the loan and relating to the loan transaction. File copies under file number 700-131a, Equipment loans. Disposition instructions at appendix A, section VI. Temporary hand receipted property will not be recorded on USMEPCOM property books.

b. Temporary hand receipted property will be controlled and the responsibility assigned using hand receipts procedures to the user level.

c. USMEPCOM assumes liability for temporary hand receipted property. This liability may be terminated by:

- (1) Return of the borrowed item in acceptable condition.
- (2) Reimbursement to the lender.
- (3) Repair of damaged items at USMEPCOM expense.
- (4) Replacement in kind of lost or damaged items.

d. Financial liability may be assessed under paragraph 13-30.

## **2-12. Accountable/responsible officer assumption, appointment, and transfer**

a. PBO appointment if elected by the responsible officer will be accomplished in writing by use of a memorandum. The appointing memorandum must identify the property book by assigned UIC. Upon change of appointing authority, if the same PBO is to continue, the new appointing authority will reappoint that individual. Refer to figures 2-2 and 2-3 (found at the end of this chapter) in this regulation for preparing the memorandum, utilizing letterhead paper. If MRM or Sector/MEPS commander elect to retain the function as accountable officer, the duty assignment or assumption of command orders are sufficient.

b. When the required inventory that accompanies a change of command or accountable officer, and the change cannot be completed within the prescribed time (30 days), extensions may be requested from this HQ, (ATTN.: MRM-AD-PB) (see ch. 9 for conducting inventories). Extensions must be in writing and will not exceed 30 days. A maximum of two extensions may be requested. Approval will be an exception rather than the rule due to the low density of equipment on hand in USMEPCOM activities. If an extension is not granted, the incoming commander, director, or PBO becomes accountable on the thirty-first day of assuming command, duty position, or on the effective date of the PBO duty appointment.

c. Sector and MEPS commanders and MRM, HQ USMEPCOM, upon assuming command or the duty position of MRM, must either appoint the PBO in writing by use of a memorandum or elect to retain both responsibility and accountability. If the option to retain accountability is elected the appointing authority

conducts a change of command inventory in accordance with chapter 9. On completion of the inventory, one of the following statements is required:

(1) Sector and MEPS commanders: “By authority of (indicate assumption of command order and date), I hereby assume property book accountability for the property in the quantity shown for each line item number (LIN) recorded on this automated property book, the USMEPCOM automated property book system, Commander Summary Complete, dated. I further assume direct responsibility for property not issued on the automated hand receipt.”

(2) MRM, HQ USMEPCOM: “By authority (indicate assignment order and date), I hereby assume property book accountability for the property in the quantity shown for each LIN recorded on this USMEPCOM automated property book system. I further assume direct responsibility for property not issued on the automated hand receipt.”

d. Where the responsible officer (commanders and MRM) elects to delegate and appoint a PBO, such appointment will be in writing by use of a memorandum prepared in accordance with figure 2-2. The duty appointment memorandum must be dated 30 days prior to the effective date indicated. This allows the incoming PBO time to conduct the change of PBO inventory required by chapter 9. Upon change of the appointing authority, if the same PBO is to continue, then the new appointing authority will reappoint that PBO. On completion of the inventory one of the following is completed:

(1) Sector and MEPS PBO appointment: “By authority of (indicate appointing memorandum and date), I hereby assume property book accountability for the property in the quantity shown for each LIN recorded on this automated property book, USMEPCOM automated property book system, Commander/Holder Summary Complete, dated. I further assume direct responsibility of property not issued on the automated hand receipt.”

(2) MRM, HQ USMEPCOM, appointment: “By authority of (indicate appointment memorandum and date). I hereby assume property book accountability for the property in the quantity shown for each LIN recorded on this USMEPCOM automated property book system. I further assume direct responsibility for property not issued on the automated hand receipt.”

e. The commander, director, or PBO signature and date will be affixed above his or her signature block below the appropriate statement. The signed statement attached to the front of the commander summary used in that inventory will be filed under file 710-2e, Property office designations. Disposition instructions at appendix A, section VI.

## **2-13. Emergency transfer of accountability**

a. All levels of command must take emergency action—

(1) Upon the death of an accountable officer.

(2) When competent authority decides an accountable officer is mentally unfit.

(3) When the property account is to be transferred and the accountable officer is absent, in the hospital, or confinement for a period of 30 days or more, or has been relieved for cause.

b. The commander for whom the property account is maintained will notify HQ USMEPCOM (MRM-AD-PB) of any of the above emergency situations. The Commander, USMEPCOM, will appoint a board of officers (three when practicable) to determine the correctness and condition of the account. The board and the new accountable officer will perform a joint inventory of the property.

(1) The board will adjust any discrepancies under paragraph 12-1 and will transfer accountability to the new accountable officer.

(2) If the person was in charge of both public funds and property, the board of officers appointed to settle the public funds account must also be authorized to take action described in (1) above to settle the property account.

c. A report of the board, including the results of the inventory and DA Form 3161 (Request for Issue or Turn-In). After the Commander, USMEPCOM, approves the report, one copy will be maintained in file at HQ USMEPCOM (MRM-AD-PB), one forwarded to the appropriate Sector commander, and the original to the MEPS commander.

d. A physical inventory of the property is not required if the conditions above involved an officer accountable for government property furnished to a contractor under terms of a contract.

e. When situations in a above apply to a person with direct responsibility for property, the Commander, USMEPCOM, will take all necessary actions including appointment of a board of officers, if deemed appropriate, to ensure that property accountability is maintained.

#### **2-14. Deviation from and waivers to accounting procedures**

a. The following policy and procedures are for requesting waivers and deviations to accounting policies prescribed by this regulation. The command level responsible for the property account concerned will initiate request memorandum for deviations or waivers. These requests will be submitted through command channels. The intermediate command level (Sector) will indicate, by endorsement, their concurrence with the request and the supporting justification. Requests not favorably considered will be returned to the originator. (MIT will coordinate any special project that is in conflict with this regulation with MRM and the Deputy Commander/Chief of Staff (MDC/MCS), USMEPCOM.)

b. A deviation is the temporary authority given to a property account to use a procedure that is different from that prescribed by regulation. Request memorandums for deviation from accounting procedures will be submitted after a command review has established that the deviation is necessary.

c. Specific justification will be submitted with each request for deviation. Justification must include the reason why the prescribed procedures should not be used, and an evaluation of the advantages, which will result from the proposed procedure. In addition, drafts of proposed local directives and forms to implement the proposed deviation must accompany the request for deviation.

d. Property accounts requesting deviations will request deviations for a specific period of time. Approval of the request will limit the deviation for that specific period. Extension of the deviation approval will not be considered.

e. Requests for deviation from property accounting procedures will be sent through HQ USMEPCOM (MRM-AD-PB). Temporary approval authority for deviations of or exceptions to supply policy and property accountability is HQ USMEPCOM (MRM-AD-PB).

f. A waiver memorandum is the formal release of a property account from the obligation to comply with a specific property accounting requirement for a specific period of time. A waiver of property accounting requirements will be requested when one or more of the following circumstances exist:

(1) An internal review finds that the property records cannot be audited because of inadequacies, incompleteness, or missing records.

(2) An audit or internal review of property records has been completed and the resulting report reveals deficiencies that, in the opinion of the Chief, Internal Review and Audit Compliance (MIR), USMEPCOM, or MRM-AD-PB, cannot be corrected under existing authority.

(3) Property accounting records have been lost, stolen, or destroyed.

(4) Reconstruction of the property records would be necessary to prepare them for audit and such reconstruction is considered uneconomical, or not in the best interest of the Government.

g. Requests for waivers will be prepared according to paragraph 2-14k, below. Requests will be submitted through command channels to HQ USMEPCOM (MRM-AD-PB).

h. The MRM-AD-PB will review each request for waiver submitted:

(1) Approved requests will be endorsed to the final approving authority (Commander, USMEPCOM).

(2) When the reviewer determines additional investigation is required, a board of officers will be appointed to conduct the investigation (see par. 2-15, below).

i. The MDC/MCS, USMEPCOM, will review each report of the board of officers that support a request for waiver

(1) Approved reports will be attached to the approved request for waiver and the request will be sent to the final approving authority.

(2) Disapproved reports will be returned to the originator.

j. The final approving authority for waivers up to an adjustment of \$1 million is the Commander, USMEPCOM. Further delegations of approval to lower echelons are not authorized. Requests for waivers in excess of \$1 million will be forwarded through command channels to Headquarters USMEPCOM, Department of the Army (HQDA) (DALO-SMP) Washington, DC 20310-0546 for final approval. On completion of a case, the waiver will be returned through command channels. HQ USMEPCOM (MRM-AD-PB) will ensure that any required actions are completed.

k. Requests for waiver of property accounting requirements will be submitted by formal memorandum over signature of the commander responsible for the property account. Each request will include, as an attachment, a report on the status of the property account requiring waiver action. The accountable officer or responsible officer will prepare the report. The status report will—

(1) Be narrative in format.

(2) Contain the following information:

(a) Specific nature of the waiver requested, with inclusive dates.

(b) Property account history.

(c) Current status of property involved.

(d) Status of any report of survey action initiated under chapter 13 of this regulation.

(3) Be signed by the officer designed to prepare the report.



**2-15. Appointment of board of officers**

a. When further investigation is required by paragraph 2-14h(2), a board of not less than three qualified officers will be appointed to conduct such investigation. The MDC/MCS, USMEPCOM, will appoint the board or may direct a subordinate Sector commander to appoint the board. The investigating board will—

(1) Conduct a physical inventory of all property on hand at the USMEPCOM activity and identify all items pertaining to the account being reviewed.

(2) Inquire into the responsibility for the unsatisfactory condition of the account.

b. To the extent practicable, members of the board will not be under the jurisdiction of the commander having, or having had, command responsibility for the account involved.

c. Where the quantity of the property to be inventoried justifies such action, the appointing activity will designate, or cause to be designated, a technically qualified inventory team to assist the board in the inventory. Team members will not be under the jurisdiction of the accountable officer for the account being inventoried. At least one member of the board of officers will be specifically qualified in investigative procedures.

**2-16. Preparation of report of proceedings**

Except as otherwise prescribed in this regulation, the reports and proceedings of a board of officers convened under this regulation will conform with AR 15-6 (Procedures for Investigating Officers and Board of Officers). The following essential elements of information will be included in the report:

a. Location where the account under investigation is, designation, and serial number (DODAAC and UIC) of the account.

b. Purpose of the board's investigation.

c. Facts disclosed by the board's investigation in sequence and including pertinent data necessary for a proper understanding of the situation.

d. The board's conclusions concerning the following subjects:

(1) Whether the account is regarded as being in proper condition for audit. If the account cannot be placed in proper condition without an undue amount of effort, the findings should so indicate. The period, which the account is regarded as being unsatisfactory or unauditible, should be specified.

(2) Identification of any person or persons responsible for improper or illegal disposition of records, failure to conform to published accounting instructions, or failure to exercise proper supervision. An opinion should be expressed in each case as to whether negligence or criminal intent was involved.

(3) Whether an indication of financial or criminal liability is shown on the part of any person in connection with improper or illegal disposition of any assets of the account. The board also should indicate the status of any actions initiated under other regulations, the Uniform Code of Military Justice or civil law enforcement/legal proceedings.

e. The board should only make recommendations that fall within the approval jurisdiction of the reviewing authorities. For example, a recommendation that a person be discharged from the service or tried by court-martial would not be proper. However, a recommendation that the finding of the board be brought to the attention of those exercising that jurisdiction would be proper.

(1) The board may properly state that the evidence indicates the loss was caused by negligence on the part of a specific person or persons, and recommend that a report of survey be processed under chapter 13 of this regulation. In such cases, the board will not act as the survey officer, but will ensure that a copy of the board's proceedings is provided to the survey officer for inclusion in the formal report of survey.

(2) The board will recommend either that the account be audited for a specified period, or that accounting requirements be waived for a specified period, giving dates.

f. The completed report will be forwarded to the activity that caused the board to be appointed.

#### **2-17 Change of station, separation, and termination of persons from the Command**

Property issued to a person will be turned in to the PBO before the individual departs on a change of station, separation, or termination. However, certain special purpose or fitted items are authorized to be transferred with the individual. Specific instructions are indicated in the MEADs.

#### **2-18 Property impounded or held as evidence**

The commander owning the government property that has been impounded and held as evidence for investigation and judicial proceedings must obtain a signed document for property in custody, from the law enforcement activity holding the property.

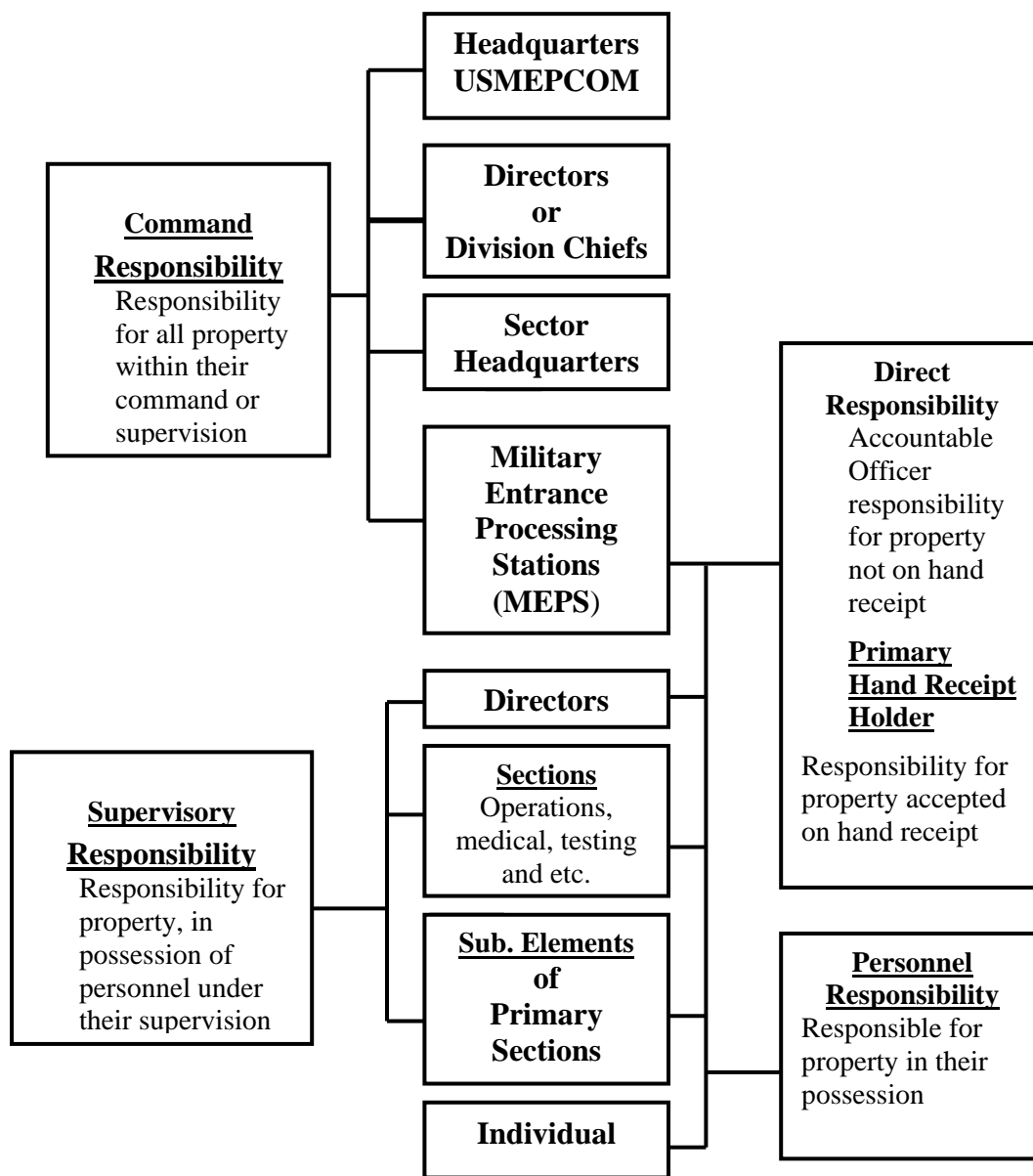


Figure 2-1. Four types of responsibilities and their relationship to level of command

(Letter Head)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment

Effective (date), (Mr./Mrs. or Grade and Name), (SSN), (MEPS), (address), is assigned the following additional duty: property book officer

Authority: USMEPCOM Regulation 710-2, (date), Requisition and Issue of Supplies and Equipment

Period: Until officially relieved or released from appointment.

Special instructions: To perform duties as accountable officer for UIC: WAA, in accordance with USMEPCOM Regulation 700-3. Ensure required inventories are conducted and documented and audit trail records and files are maintained in accordance with USMEPCOM Regulation 700-3.

Commander's signature block

DISTRIBUTION:

1-CDR, HQ USMEPCOM (MRM-AD-PB)

1-File

1-Each individual

**Note:** The appointment order date must be 30 days prior to the effective day. This requirement provides 30 days to complete 100 percent inventory of property.

---

**Figure 2-2. Sample format for an additional duty appointment (property book officer)**

(Letter Head)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Duty Appointment

Effective (date), (Mr. Mrs. or Grade and Name), (SSN), (MEPS), (address), is assigned the following additional duty: Accountable Officer

Authority: USMEPCOM Regulation 710-2, (date), Requisition and Issue of Supplies and Equipment

Period: Until officially relieved or released from appointment.

Special instructions: To perform duties as accountable officer for UIC: W AA, in accordance with USMEPCOM Regulation 700-3. Ensure required inventories are conducted and documented and audit trail records and files are maintained in accordance with USMEPCOM Regulation 700-3.

Commander's signature block

DISTRIBUTION:

1-CDR, HQ USMEPCOM (MRM-AD-PB)

1-File

1-Each individual

**Note:** The reappointment order date and the effective day are the same; a PBO inventory is not required as the change of command inventory takes its place.

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**Figure 2-3. Sample format for an additional duty appointment (accountable officer)**

## **Chapter 3**

### **Equipment Authorization**

#### **3-1. Authorization documents**

a. This chapter provides policy for equipment authorization. Equipment requirements will be processed in accordance with the provisions of this regulation. USMEPCOM activities are structured under a TDA. Authorization documents are essential for identifying, acquiring, accounting, controlling, and properly disposing of materiel authorized to conduct the mission of USMEPCOM. The TDA, medical material allowance list (MMAL), and the USMEPCOM MEAD are the principal documents, which prescribe nonexpendable, sensitive accountable equipment, which supports the operations of USMEPCOM activities. Common expendable/durable material authorization is contained in common table of allowances (CTA). Medical expendable/durable materiel authorization is contained in the MMAL or CTA.. Authorization documents are the foundation of the logistics supply accounting system.

b. All equipment identified in the TDA, Section III is mandatory (exception is vehicles, see par. 3-22) and must be either on hand or order. Medical equipment identified in the MMAL, as being mandatory for mission accomplishment must be either on hand or on order or identified on a memorandum signed by the commander. All other equipment or supplies authorized by the MEAD, MMAL or CTA are considered discretionary and need not be on hand or requisition if not required for mission accomplishment. The fact that discretionary equipment is listed does not justify requisitioning authority. There must be an actual requirement for the equipment and the basis of issue (BOI) indicated for each item must be met prior to requisitioning. Commanders will ensure all pertinent MEADs are current, on hand, or on request. Authorization documents take precedence over the ARC on the Army master data file, of Federal Logistics Database (FEDLOG), for the purpose of property accounting.

c. Authorized allowances will be reconciled annually, no later than 1 April, with the authorization documents. A statement indicating that this reconciliation has been accomplished by the PBO will be submitted to the commander for whom the property book is maintained. In the case where commanders or the MRM Director elect to retain property accountability they are responsible for completing and documenting the annual reconciliation and maintained on file. The commander or designated representative will personally acknowledge the reconciliation in writing and have a copy on file under file 735-5a, Stock inventory and reconciliations. Disposition instruction at appendix A, section VI.

#### **3-2. Motor vehicles authorization**

Requirements for motor vehicles are determined by mission requirements. Total authorization of motor vehicles for USMEPCOM activities will be monitored and controlled by HQ USMEPCOM (MRM-AD-PB).

a. In those cases where the activity has additional vehicle requirements, a memorandum request will be prepared and forwarded to HQ USMEPCOM (MRM-AD-PB). The request will contain the following information:

- (1) TDA number.
- (2) TDA paragraph number.
- (3) Vehicle LIN.
- (4) Vehicle description.
- (5) Quantity required.

- 6) Quantity of like vehicles currently authorized/on hand.
  - (7) A summary showing the latest 12-month utilization and number of miles for each type vehicle currently authorized/on hand.
  - (8) A statement fully justifying the need for additional requirements.
- b. HQ USMEPCOM will review requests for TDA vehicle authorization to determine validity.
  - c. If the request is approved, HQ USMEPCOM will initiate action to modify the applicable TDA document. The initiating activity will be given interim authority to make pen and ink changes to the current TDA document.
  - d. If the request is disapproved, it will be returned to the initiating activity endorsed with the reason(s) for disapproval.
  - e. Motor vehicle assets to fulfill authorized requirements are obtained from General Services Administration (GSA). USMEPCOM activities are encouraged to reduce the on hand (Required) quantity during low processing periods to facilitate saving money. (USMEPCOM activities are not authorized to exceed the total authorized allowance of government-owned vehicles recorded in the applicable TDA.)
  - f. GSA vehicle-on-hand assets will be recorded on property books (see par. 6-28).

### **3-3. Controlled equipment authorization**

a. Certain categories of equipment require special justification and approval. Requests for these categories of equipment must be justified. HQ USMEPCOM (MRM-AD-PB) will coordinate each request with the applicable staff element. Controlled-equipment items are identified in the MEAD. Listed below are the most common categories of controlled equipment and the staff elements responsible for the review and approval of requirements.

- (1) ITE coordinating element: USMEPCOM, MIT (System Analysis and Design Division).
  - (2) Copy equipment and binding coordinating element: USMEPCOM, MCEA-SS (Support Services).
  - (3) Telecommunication equipment, telephones (nonportable and portable), telephone lines, and telecommunications control equipment (i.e., PBXs and voice systems) coordinating element: USMEPCOM, MIT-CD (Communications Division). Note: Under no circumstances will equipment be acquired without a properly documented authorization. USMEPCOM activities will not deviate from the specific material identified in the authorization documents without having them modified. The above staff elements review and approve requirements, not authorizations or funding.
- b. The funding, requisitioning authority, and updating of MEADS are solely the USMEPCOM (MRM) responsibility. (The requisitioning or procurement of materiel or services without proper authorization is an unauthorized commitment and will be handled as such when detected).

### **3-4. Equipment authorization/change requests**

Requests for authorization of equipment will be processed as follows:

- a. Requests for equipment authorization may be prepared in memorandum or e-mail format and submitted to HQ USMEPCOM (MRM-AD-PB). Requests will contain the following necessary information:

(1) TDA equipment (additions). Requests for equipment unique to each USMEPCOM activities mission requirements are submitted in accordance with format as indicated in figure 3-1 (found at the end of this).

(2) TDA equipment (deletion or reduction). Requests for deletion or reductions of obsolete or unserviceable TDA equipment will contain the necessary information in accordance with figure 3-1 (found at the end of this chapter). Requests may be forwarded by either memorandum, fax, or by e-mail.

(3) Installation property, MEAD (additions, deletions, and reductions). Requests for changes of items to the MEAD, or for modification of BOI for items already listed on the MEAD, will be prepared in accordance with figure 3-2. Requests may be forwarded by memorandum, fax, or e-mail.

b. HQ USMEPCOM (MRM-AD-PB), upon receipt of requests for equipment authorizations, deletions, or reductions, will take action as follows:

(1) Review requests for validity and accuracy.

(2) Coordinate with applicable USMEPCOM staff elements to determine validity of requirement, feasibility of command-wide application, and availability of funds.

(3) When favorable action has been recommended by the applicable USMEPCOM staff element, MRM-AD-PB will take action to document equipment requirements in applicable authorization documents and notify USMEPCOM activities as to the final action.

(4) Requests not favorably considered will be returned to the originating activity.

### **3-5. Assignment of management control numbers**

a. Assignment of management control numbers (MCNs), for the identification of commercial nonstandard TDA, MEAD, and MMAL will be controlled by HQ USMEPCOM (MRM-AD-PB).

b. Nonstandard TDA items will be assigned a MCN upon approval of the equipment authorization request. Requests for assignment of MCNs for TDA authorized items on hand, without a national stock number (NSN), or without a USMEPCOM assigned MCN, will be submitted to HQ USMEPCOM (MRM-AD-PB). (See fig. 3-3 for sample request for assignment of a MCN.) Requests for MCN assignment may be forwarded by memorandum, fax, or e-mail.

c. MCNs assigned by USMEPCOM are only authorized for internal use within USMEPCOM activities, will not be used for item identification purposes in official publications or documents. A USMEPCOM assigned MCN may be used in any local documents, as an aid for identification, if the document does not leave USMEPCOM and/or activities.

### **3-6. Authorization for flags**

The MEAD, table 7, provides authority for flags for USMEPCOM activities. Appendix E of the MEAD also provides BOI for flags, flag streamers, organizational plaques, and special ordering information. Acquisition of State and city flags will be at the discretion of the MEPS activity commander. National and all Service organizational flags are mandatory items and must be on hand in USMEPCOM activities, per the BOI in the MEAD. All flags must be clean and serviceable. (Flags required for a retiring service member refer to par. 8-15.)

### **3-7. Authorization for professional books**

The acquisition of books will be reviewed and approved by the activity commander. Commanders will only approve professional books that are directly related to the skills required to perform or enhance the



mission. Books or other periodicals obtained with appropriated funds are government property and will be marked ("US GOVERNMENT PROPERTY") upon receipt. When requesting books or periodicals the activities name (i.e., MEPS) and address will be used rather than individual(s) names or addresses. This regulation will be cited as the acquisition authority. Authorization for medical books and journals will be according to USMEPCOM Regulation 40-1 (Medical Processing and Examinations). Accountability for books and journals will be in accordance with paragraph 6-1(i).

### **3-8. Authorization for information technology equipment**

Requestors must submit USMEPCOM Form 25-3-1-R-E (Information Mission Elements Need Statement (IMENS) to HQ USMEPCOM (MIT-SA) for validation of requirement(s) before requisitioning any ITE according to USMEPCOM Regulation 25-3 (Managing Automatic Data Processing (ADP) Resources). ITE must be authorized in an appropriate allowance document (TDA, MEAD, CTA) prior to requisitioning.

### **3-9. Authorization for USMEPCOM coins**

a. Distinct coins are authorized for the Headquarters and Sector commanders. The commander using personal funds may only purchase distinct coins at MEPS level. The utilization of appropriated or nonappropriated funds is not authorized for coin purchases at the MEPS level.

b. Unit coins are intended to be used as a tool of the Headquarters and Sector commanders to reward performance excellence. This recognition must be on a one-time basis where the accomplishment is unique and clearly contributes to increased effectiveness or efficiency; this includes competitions. Coins will not be used as mementos for tours of service or given to individuals as a contribution to a personal coin collection. Commanders will use prudence in the presentation of coins.

### **3-10. Table of distributions and allowances update**

a. TDA documents are normally updated annually. Approved modifications between updates are documented on interim authorization approvals (IAAs) and provide the authority to initiate acquisition for commercial items listed in section III (Equipment Supplement) of the TDA.

b. USMEPCOM activities must use the IAA to make pencil changes to the current TDA document pending receipt of the revised TDA. Any discrepancy noted during posting the IAA(s) will be reported to HQ USMEPCOM (MRM-AD-PB) for action/correction.

### **3-11. Authorization files**

USMEPCOM activities will maintain both an active and inactive equipment authorization files and file under 71-32h, Supply or equipment authorizations. Disposition instructions at appendix A, section VI. The active file will contain a current and complete copy of the activities applicable TDA, CTA, MEAD, MMAL, and all IAA documents. Purged or obsolete authorization documents are maintained inactive for one year after suppression or obsolescence of the basic allowance document then destroyed. Interim equipment additions, changes and deletion are posted in pencil to the original authorization document. The commander and PBO will reconcile the allowance documents against the commander's summary (MAPBS) at least annually (no later than 1 April). Upon completion of the required reconciliation, a memorandum will be completed in accordance with figure 3-4.

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(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM, ATTN: MRM-AD-PB,  
2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094

SUBJECT: Request for Addition/Deletion to Tables of Distribution and Allowances (TDA)

Reference: USMEPCOM Regulation 710-2, (date), Requisition and Issue of Supplies and Equipment

Request modification of this station's TDA as follows:

TDA number: (Provide manufacturer brochure of equipment when requesting an addition to the TDA for assigning MCN/NSN.)

TDA paragraph number:

LIN:

MCN/NSN:

Nomenclature:

Manufacturer:

Model number:

TDA authorization change from:

TDA authorization change to:

Quantity:

Reason/justification:

Unit cost:

Point of contact is (NAME), defense switch network (DSN) (NUMBER), or commercial (xxx) xxx-xxxx.

Commander's signature block

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**Figure 3-1. Sample request for addition/deletion to TDA**

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(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM (MRM-AD-PB),  
2834 GREEN ROAD, NORTH CHICAGO, IL 60064-3094

SUBJECT: Request for Modification to the USMEPCOM Equipment Authorization Document (MEAD)

Reference: USMEPCOM Regulation 710-2, (date), Requisition and Issue of Supplies and Equipment.

Request addition/modification of MEAD, (date of MEAD), as follows:

LIN (if applicable):  
NSN (items identified through research of FEDLOG.  
Nomenclature:  
\*Proposed basis of issue:  
Unit of issue:  
Unit cost:  
Justification:  
Recommended source of supply:  
\*\*Manufacturer:

Point of contact is (NAME), DSN (NUMBER), or commercial (xxx) xxx-xxxx.

Commander's signature block

\*Requests for increases to BOI must be fully justified by explaining the necessity of the change, i.e., improve mission performance, necessary for operations, or discharge of duties. Requests for BOI changes should only be accomplished when absolutely necessary.

\*\*Provide manufacturer brochure of equipment when requesting addition to MEAD. This must be sent to the proponent of the MEAD to assist in the approval process and provide description of equipment.

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**Figure 3-2. Sample request for modification to the MEAD**

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(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM, ATTN: MRM-L0,  
2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094

SUBJECT: Request for National Stock Number (NSN) Load/Assignment of Management Control  
Number (MCN)

Reference: USMEPCOM Regulation 710-2, (date), Requisition and Issue of Supplies and Equipment.

Current MCN listing has been reviewed and equipment identified below is not listed. Request  
assignment of MCN as follows:

LIN:  
NSN:  
Nomenclature:  
Company name:  
Manufacturer:  
Model name:  
Model number:  
Part number:  
Unit price:

Point of contact is (NAME), DSN (NUMBER), or commercial (xxx) xxx-xxxx.

Commander's signature block

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**Figure 3-3. Sample request for assignment of MCN**

## Chapter 4

### Requesting and Receiving Supplies

#### 4-1. General

This chapter provides procedures for requesting and receiving supplies. To include procedures for keeping the MAPBS document register and due-in status file, and for requesting follow-up, cancellation, or modification of open requests.

#### 4-2. Force activity designator

**a. USMEPCOM activities have been assigned a force activity designator (FAD) III.** Accordingly, all requests, including purchase requests, prepared on DA Form 3953 (Purchase Request and Commitment), will be assigned an issue priority designator (PD) based on FAD III and the urgency of need (UND) for the particular requirement as follows:

FAD	UNDs		
III	A	B	C
	03	06	13

**b. Determining the UND.** USMEPCOM activities supply technician/supply sergeant just prior to requesting supplies or services determines the UND. The UND is used to express how urgently the activity needs the requested supplies/services. UNDs are identified by letters A, B, and C (see UND above). Select UNDs using the following guidelines:

(1) UND A is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which USMEPCOM activity is unable to perform assigned operational mission (qualifying the force), or such condition will occur within 15 days.

(b) Required for immediate installation on or repair of mission essential materiel. Without this materiel, the USMEPCOM activity is unable to perform assigned mission.

(c) Required for immediate use in replacement or repair of mission essential training materiel. Without this materiel, the activity is unable to perform its assigned training mission.

(2) UND B is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the capability of the activity to perform assigned mission is impaired.

(b) Required for immediate installation on or repair of mission essential materiel and without which the ability of the activity to perform assigned mission is impaired.

(c) Required for immediate use in replacement or repair of mission-essential or auxiliary training equipment. Without this materiel, the ability of the activity to perform assigned mission would be impaired.

(d) Required to prevent a potential work stoppage.

(e) Required for replenishment of medical consumable supplies necessary for applicant processing.

(3) UND C is used to request materiel meeting one or more of the following criteria:

(a) Required for on-schedule repair, maintenance, or replacement of all equipment.

(b) Required for initial issue and replenishment of stock to meet authorized stock age quantities of consumable operational expendable common and medical supplies.

(c) Required for purposes not covered by any other UND.

**c. Selected the priority designator.** The PD for a supply request is determined by relating the FAD to the UND of the needed item. Select the PD for a supply request as follows:

(1) Determine the UND of the needed item.

(2) Use the UND table in 4-2a above that relates to FAD III.

**d. Special use of priority designators.** Under the following special conditions, stated all requesters, regardless of FAD, may use PDs. Do not use these PDs for resupply of stocks to meet authorized stockage objectives.

(1) Use PD 03 for medical or disaster supplies or equipment required to:

(a) Prolong life, relieve suffering, or expedite recovery in case of injury, illness, or disease.

(b) Use PD 03 for emergencies to ensure security of USMEPCOM facilities and personnel (i.e., locks, security equipment, or necessary guard contracts).

(2) Use PD 06 for emergency supply of individual and organizational clothing. The clothing must be needed immediately to provide a minimum of essential clothing to active duty military personnel who are actually without the clothing required. Must be an emergency (i.e., cannot perform duties without immediate replacement). Refer to the appropriate service guidance concerning gratuitous issues of individual clothing.

#### **4-3. Control of priority designator utilization**

a. Commanders at all levels are responsible for the accurate assignment of PDs. The commander will either personally review or delegate, in writing, on a memorandum order (can be included on the PBOs duty appointment order) or a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies), specific personnel the authority to review.

(1) All requirements based on UND A to certify an inability to perform mission.

(2) All requirements based on UND B to certify that the urgency has been accurately determined.

b. The review of paragraph 4-3a, above will be made before sending requests to the supply source. Make the following checks before certification:

(1) Make sure the item or service(s) requested are authorized.

(2) Make sure the quantity requested is the actual amount needed.

(3) Verify that the need for the item or service(s) corresponds to the PD assigned.

c. Persons certifying UND A and B requests will place their initials in column H of DA Form 2064 (Document Register for Supply Actions) or the automated form generated by MAPBS for each request submitted, prior to sending the request to the supply support activity (SSA) or contracting office.

d. Supply requests that are required by a maintenance request submitted by a supporting activity (i.e., Medical Maintenance Activity) do not have to be recertified. Instead, enter the maintenance job order number in "requested for column" of the MAPBS document register form.

#### **4-4. Use of the standard delivery date**

a. The standard delivery date (SDD) is the latest calendar date that the requesting activity can normally expect to receive an item or service. The SDD depends on the PD of the request. Standard deliver dates only apply to military standard requisitioning and issue procedures (MILSTRIP), Federal standard requisitioning and issue procedures (FEDSTRIP). The SDD for credit card requests under the DOD Purchase Card are not applicable. All items purchased with the credit card DOD Purchase Card must be immediately available and delivered by the merchant/vendor within the 30-day billing cycle. Orders will not be placed without this assurance.

b. Compute the SDD as follows:

(1) FAD III, UND A, PD 03, = (14 days).

(2) FAD III, UND B, PD 06, = (18 days).

(3) FAD III, UND C, PD 13, = (70 days).

#### **4-5. Required delivery date**

a. The required delivery date (RDD) is the calendar date when materiel is required by the requester. The RDD is only used with MILSTRIP, FEDSTRIP, and Standard Army Automated Contracting System request process. When using an RDD on a supply request by comparing the date the materiel is required with the SDD. If delivery of materiel by the computed SDD will not meet requirements, and one of the following conditions exist, use an RDD.

(1) Delivery of the item by the computed SDD will not meet requirements.

(2) The item must be delivered to a certain point by a specific day, to meet one of the following conditions:

(a) The scheduled relocation of an activity would prevent delivery from the source of supply (SOS) prior to the relocation.

(b) The item ordered is essential for continued mission accomplishment and the SDD based on FAD, UND, and PD is not practical. All requests under this condition must be coordinated with the appropriate SSA by telephone and will be based on a fill or kill basis.

(c) The requirement is for medical supplies to continue mission requirements. This condition should also be coordinated with the activities Installation Medical Activity.

(d) Commanders are responsible for using correct RDDs when assigned to supply requests. Enter the number of days within which the materiel is required.

**4-6. DODAAC**

a. Each USMEPCOM activity has been assigned a unique, six-character code DODAAC. This code is entered on all supply transaction documents as part of the document number. When deciphered, it identifies the activity designation and its geographical location, including street address, if applicable.

b. Each activity assigned a DODAAC may have from one to three different addresses for the following purposes.

(1) Type address code (TAC)-1 — to identify address for letter mail only. Generally, a post office box.

(2) TAC-2 — To identify address for parcel post and delivery of cargo.

(3) TAC-3 — To identify address for billing purposes, when the bills are to be sent to an address other than the address of the requisitioning activity.

c. DODAAC Directory, USMEPCOM activities will be registered with the following addresses:

(1) TAC-1 — Address for letter mail when mail is to be delivered to a post office box.

(2) TAC-2 — Address for delivery of parcel post and other cargo. (If activity does not have a post office box address, this address will be the TAC-1 address.)

(3) TAC-3 — The address for USMEPCOM activities for Finance and Accounting Office is Fort Benjamin Harrison, IN 46229.

d. Any changes of the activity designation or address must be reported to HQ USMEPCOM (MRM-AD-PB). To request changes to the DODAAC Directory HQ USMEPCOM (MRM-AD-PB), will initiate a change through the Logistics Support Activity Program. Any conflicting guidance or instructions furnished by the SSA must be reported for resolution to HQ USMEPCOM (MRM-AD-PB).

**4-7. Requisitioning procedures/forms used to request supplies**

a. This paragraph explains requirements in regards to determining the correct SOS and forms needed to request materiel. USMEPCOM activities normally submit all requests for supplies, regardless of source, to a specific SSA that supports the activity for the class of supply requested. Commanders and all logistical personnel must be familiar with designated SSAs documented on intraservice/interservice support agreements (ISAs), which identify requirements and financial responsibilities between USMEPCOM activities (Receivers) and the Supporting Installation/Activity (Suppliers). Documents or forms required to submit requests for supplies and services are determined by the supporting SSAs. All SSAs furnish its customer's detailed instructions in the form of a standing operating procedure (SOP), explaining forms required and methods of submitting requests. Many supporting activities allow either telephonic or electronic transmission of requests. Regardless of the type of form or method of transmission, the format will normally be in either MILSTRIP or FEDSTRIP format. For further detailed explanation of codes used in both MILSTRIP and FEDSTRIP, USMEPCOM logistics personnel need to review AR 725-50 (Requisition, Receipt, and Issue System) for MILSTRIP and the GSA FEDSTRIP desk guide. Paragraph 4-7c, below lists common forms used to request supplies and services.

b. Prior to requisitioning any supplies or services a valid requirement and authorization must exist. The first source is government SSA. An alternate second source is government-negotiated contracts with



commercial vendors. The last or third source is local purchase. Commanders must develop local procedures to exercise control over the acquisition of materiel and services. The commander must either personally review and approve all materiel and service acquisition documents, or delegate this authority in writing to the PBO. As a minimum, the following will be accomplished:

(1) Prior to submission to any supply source, all requisitions will be reviewed by commander or PBO for established need, authorization, and cost effectiveness, including local purchase requests on DA Form 3953 and DOD Purchase Card transactions.

(2) Prior to placing an order with the GSA customer supply center (CSC) or local DOD Purchase Card (telephone orders) a shopping lists GSA Form 3542 (Customer Supply Order Form) or USMEPCOM Form 700-3-1-R-E (DOD Purchase Card, Purchase Request) will be prepared and coordinated with the budget technician (BT) or budget and accounting assistant to ensure funding is available.

c. Requests will be submitted to the government SSA or contracting office identified in the current ISA. USMEPCOM activities are not restricted to Army SSA; normally the nearest government SSA will be the most cost-effective and efficient method of obtaining materiel. Responsible/accountable officers may submit requests to GSA or to the SSA. GSA may be used for all classes of supply. Defense Supply Center Philadelphia is used for requisitioning of flags (see MEAD, table 7 and app. D) and initial issue of military rank/grade insignia and USMEPCOM shoulder insignia for enlisted personnel (see MEAD, table 6). USMEPCOM activities that are authorized to place credit card orders for supplies and services through DOD Purchase Card must comply with chapter 14 of this regulation. Accountability of materiel obtained through the DOD Purchase Card method of purchase is the same as those acquired through normal government supply channels. Commonly used forms to request materiel and services are identified below.

(1) DD Form 1348 (DOD Single Line Item Requisition System Document (Manual)). Used to request expendable, durable, or nonexpendable single line item with NSN. Used by all DOD SSAs, an exception to requesting NSN items is expendable/durable items available through the GSA CSC. NSN items available through CSC are requested utilizing GSA Form 3542.

(2) DA Form 2765 (Request for Issue or Turn-In) or DA Form 2765-1 (Request for Issue or Turn-In). Used to request expendable, durable, or nonexpendable single line item with NSN. This form serves the same purpose as the DD Form 1348 above. The form is used when supported by an Army SSA. The same exception concerning GSA CSC items applies (use GSA Form 3542).

(3) DA Form 3161 (Request for Issue or Turn-In). Used to request or transfer multiple line items between Army activities.

(4) DD Form 1149 (Requisition and Invoice/Shipping Document). The form is used to request multiple line items between DOD activities. Also serves as a shipping invoice document.

(5) DA Form 3953 (Purchase Request and Commitment). The form is used to request local procurement of materiel and services when specifically authorized. Local purchase is not accomplished prior to testing the federal supply system first. This form is used by USMEPCOM activities supported by Army contracting offices. USMEPCOM activities supported by other than Army contracting offices will utilize local purchase request forms directed by the supporting contracting office.

(6) DD Form 1348-6 (Single Line Item Requisition System Document, DOD (Manual-Long Form)). The form is used to request noncataloged, nonstandard, commercial items requiring exception data.

(7) GSA Form 3542 (Customer Supply Order Form). The form is used as a shopping/order request for expendable/durable items available for issue from local area GSA CSC.

(8) USMEPCOM Form 700-3-1-R-E (DOD Purchase Card, Purchase Request) is used with the DOD Purchase Card to obtain quotations from vendor(s) for availability and price of materiel or services prior to purchase. (Form maybe obtained from the MEPNET and reproduced on 8 1/2 inch by 11 inch plain white bonded paper.)

d. The above forms and the DOD Purchase Card should be acceptable at all DOD SSAs. However, in cases where these forms are not acceptable, other forms or methods as prescribed by the SSA may used to continue operation.

e. Those USMEPCOM activities receiving supply support from Army installations that operate under the standard Army retail supply system (SARSS) must comply with the requirements prescribed by the users manual provided by the supporting installation. This manual contains detailed instructions and essential codes required for the preparation of supply documents. USMEPCOM activities must ensure a copy of the users manual is available for use by supply personnel.

f. Accounting processing code for USMEPCOM activities are assigned by HQ USMEPCOM (MRM-F). The supply technician will coordinate each requisition with the activity BT to assign the applicable asset/object class code. This code will be entered as the fifth position to the Accounting Processing Code on DA Form 2765, block L, and of DA Form 2765-1, block L; DD Form 1348-6, block 10; DD Form 1348-6, block 10, or DD Form 1348, remarks block.

#### **4-8. MAPBS document register, supply status, and due-in status file procedures**

a. The MAPBS document register is a record of document numbers assigned to supply and procurement documents. The document register serves the purpose of recording all supply/procurement transactions of activities assigned DODAAC in chronological order, suspense file for open requests, and establishment of an audit trail for the property book and supporting documents.

b. There are two types of document registers, nonexpendable and expendable/durable.

(1) The nonexpendable document register is kept/maintained at the property book level by the supply technician/sergeant. It is used to record supply/procurement transactions for property book items and nonexpendable components. Nonexpendable document serial numbers begin with 0001 and ends with 0099 each day. This allows 99 nonexpendable transactions per day.

(2) The expendable/durable document register is also kept/ maintained at the property book level by the supply technician/sergeant. It is used to record supply/procurement transactions for expendable/durable items or services. Expendable/durable serial numbers begin with 0100 and ends with 0199 each day. This allows 99 expendable/durable transactions per day.

c. Responsible and accountable officers will not designate sub-elements within their activities to requisition or maintain the document register. The responsible officer, PBO, supply sergeant, or supply technician are the only persons within USMEPCOM activities authorized to request, document, and receive materiel or services. The responsible officer or PBO will ensure that document numbers are not duplicated.

d. The document register is maintained by fiscal year (FY), and will be cut off as of 30 September each FY. Open document numbers will be extracted from previous FY and transposed to the current FY document register (first entries of new register) in original document number sequence.)

e. Document registers will be used to record supply/ procurement transactions for all USMEPCOM activities using the MAPBS property accounting method. Document register will be prepared in accordance with instructions contained in MAPBS instruction booklet. The automated document registers are prepared in accordance with the user manual and data entry screens requirements. Use of the automated document register is authorized.

(1) The nonexpendable document register will be used to record:

(a) Supply/procurement transactions (requisitions, turn-ins, transfers, and adjustments) for nonexpendable and accountable item(s) requiring detailed accounting in accordance with chapter 6 of this regulation.

(b) Procurement actions for leased/rented nonexpendable property requiring property book accounting.

(c) Procurement actions under the DOD Purchase Card process for nonexpendable property requiring property book accounting.

(2) The expendable/durable document register will be used to record:

(a) All requests for authorized expendable/durable materiel and services.

(b) Procurement transactions for service-type contracts such as maintenance service agreements, procurement actions for meals and lodging contracts, contract and delivery orders, and procurement actions for renewal of leased/rented and maintenance agreements for equipment or services. More often than not these types of transactions have any completion date or actual date received. In order to complete the expendable transaction for service type contracts, the completion date will be the same as the request date.

(c) Procurement requests for authorized expendable/durable materiel or services acquired through government procurement offices using a purchase and commitment request DA Form 3953 or DOD Purchase Card process.

(d) Supply transactions supporting disposal of silver and silver bearing materiel.

f. Supply and procurement transactions/documents are recorded in the applicable document register.

g. When a document is found or received that is not recorded in the document register, or has a document number that is a duplicate of a recorded document number for a different transaction, take the following action:

(1) Research the transaction with all activities in the processing chain as if it were valid. If the document is an obvious error, or was never processed, destroy it. If the document was processed, submit a request for cancellation.

(2) If the document can't be canceled and is for an expendable/durable item:

(a) File the document in the due-in suspense file in document number sequence.

(b) Record the document in the document register.

(3) If the document can't be canceled and is for a nonexpendable item:

(a) Record the document in the nonexpendable document register using procedures in 4-8g(2)(a) and 4-8g(2)(b) above.

(b) File the document in the supporting document file in document number sequence with a statement, signed by the PBO, which explains the circumstances.

h. When a document number from the wrong document register is assigned to a transaction, such as an expendable document number to a request for a nonexpendable item, cancel the transaction and resubmit it using a document number from the correct document register. If the transaction is completed, or can't be canceled, assign a document number to the transaction from the correct document register. On the document register and in the due-in suspense files, cross-reference each document number to the other. File completed copies in the file that supports the correct document register. When a nonexpendable number is erroneously used, file a statement in the supporting document file that cross-references the document number from the correct document register.

i. When closing out document registers at the end of the FY, enter the statement "CLOSED OUT," the current date, and signature of the individual performing the posting on the next available line following the last document entry in the applicable register.

#### **4-9. Supply status**

Supply status tells the requester of a decision made by the supplier on a specific supply or procurement request. Supply status is received from the government SSA on status cards, listings, data disks or electronically. Supply status is in the form of status codes. The codes are explained in AR 725-50 (Requisition, Receipt, and Issue System) referenced in paragraph 4-8, above. Status concerning local procurement requests submitted through contracting offices and small purchases made with the DOD Purchase Card process are normally obtained by direct contact with vendors.

a. Types of supply status:

(1) Shipment status. Shipment status is advice of estimated or actual shipment dates.

(2) Exception status. Exception status results from any of the following supply decisions made by the supplier:

(a) BH: Substitution of an authorized stock number.

(b) BJ: Change of unit of issue and/or quantity.

(c) BB: Back order is established when materiel cannot be sent by the SDD or RDD.

(d) CB: Request rejected (returned without action) for a specific reason.

(e) CA: Cancellation confirmed.

(f) BZ: Procurement of materiel for direct shipment from vendor to customer.

(g) BB: Events indicating that materiel may not be sent to the requester within the set time frame for the assigned priority or the RDD.

(h) BG: Stock number changed or NSN now assigned to part number (PN) submitted.

(i) BA: Item being processed for release and shipment.

(j) BM: Document forwarded to activity indicated in CC 67-69. Forward all future transactions to that activity.

b. Processing: Status cards from SSA are usually on DD Form 1348 or DA Form 2765. Status cards are identified by the document identifier code (DIC) in card columns 1 through 3 and the status code in card columns 65 and 66. The most often used DICs are AE-series supply status; AS-series shipment status; and AU-series reply to a cancellation request-shipment status. Status received from SSAs concerning open requests are posted to the appropriate document register in the status code block of MAPBS document register.

#### **4-10. Keeping the due-in status file**

a. A due-in status file is maintained for each document register. This file holds copies of the original request, status cards on unfilled requests. The copy of the original request provided by the SSA with the initial status of "BB" which acknowledges receipt of the request should be maintained until additional status is received or actual receipt of materiel.

b. When status is received, file the status in document number sequence. File suspense copies/status cards in front of other documents related to the request. Activities that have real time access to automated status files are not required to post routine status.

c. Destroy the status cards when the total quantity due-in is received, canceled, or rejected. File cancellation or rejection status cards for all requests from the nonexpendable document register in the supporting document file. Before filing, mark the card "Canceled," enter the Julian date, and initial it.

#### **4-11. Follow-up procedures**

a. Follow-up action on an individual request is not mandatory. When used, follow-ups will not be submitted earlier than:

(1) For PD 03 and 06 requests — At least 9 calendar days have passed since the document date or when the estimated delivery date (EDD) has been exceeded.

(2) For PD 13 requests — At time of the monthly reconciliation and supply or shipment status has not been received. It is determined that valid existing supply status is unsatisfactory in terms of the estimated availability date.

(a) Fourteen calendar days have passed since a cancellation request was submitted and supply or shipment status has not been received.

(b) When 30 days have passed since the date shipped shown on the shipment status document and shipment has not been received.

b. When a follow-up is used, take these actions:

(1) If supply status has been received, enter the status code and EDD on the applicable MAPBS document register.

(2) If no status has been received, prepare a follow-up document (AF1). Enter the appropriate status code and date of follow-up action in the date due-in field of the MAPBS automated document register.

(3) Send the follow-up to the SSA.

**4-12. Follow-up on a shipment (request for transportation status)**

a. Follow-up action on requests with shipment status is not mandatory. When used, follow-ups will not be submitted earlier than 30 calendar days after the date shipped or EDD.

b. When a follow-up on a shipment is used, take these actions:

(1) Record the follow-up in the document register status block.

(2) Send the follow-up to the SSA.

c. If shipment status card is lost, notify the SSA that the shipment has not been received. Provide the SSA with all available information related to the request.

**4-13. Requesting an improved estimated delivery date**

Requests for improved EDD are not mandatory. When used, requests for improved EDD are restricted to PDs 03 and 06 requests. A request for an improved EDD may be used when status is received with an unacceptable EDD. Use the following procedures:

a. Record the follow-up request to the document register. Enter "AFC" and Julian date of the action status column.

b. Send the follow-up request to the SSA.

**4-14. Cancellation procedures**

Submit a request for cancellation DA Form 2765 when all or part of a quantity requested is no longer needed. Use the following procedures:

**a. Preparation of a request for cancellation.**

(1) If status has been received, use the latest status card. Enter "AC1" in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(2) If no status has been received, prepare a request for cancellation. Remake the supply request from information from the document register or due-in suspense file copy. Enter "AC1" in block 1 (cc1-3). Enter the quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

**b. Processing.**

(1) Record the cancellation request in the document register. Enter "AC1" and Julian date if requesting cancellation of the entire quantity; or "AC1," quantity, and Julian date if requesting cancellation of a partial quantity. These entries are made in the status column of the register.

(2) Send the cancellation request to the SSA.

**c. Completion of cancellation action.** A request for cancellation is not complete until verification is received from the SSA. This is a supply status pre-punched card with a "BQ" status code. When verification is received, do the following:

(1) When entire quantity requested is canceled:

(a) Post the document register. Enter "BQ" and the Julian date of the cancellation verification in the status column document register. Remove previous entry from the status column.

(b) Remove all status cards and other documents for the item from the due-in status file and destroy.

(c) If the cancellation verification applies to the nonexpendable document register, file the "BQ" confirmation status card in the supporting document file.

(2) When part of a quantity requested is canceled:

(a) Post the document register. Remove the "AC1," quantity, and Julian date in the status column document register. Enter "BQ," quantity canceled and the Julian date of cancellation verification in status column n of document register. Remove the previous entry in document register, as appropriate.

(b) If cancellation verification applies to the nonexpendable document register, file the "BQ" confirmation status card in the supporting document file.

(c) Follow-up on a cancellation request. Follow-ups on cancellation requests are not mandatory. When used, 14 calendar days must have passed since a cancellation request was submitted and supply or shipment status has not been received. Use the following procedures:

(3) If pre-punched status card is available, use it. Enter "AK1" in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(4) If pre-punched status card is not available, prepare a follow-up. Remake the supply Request from the information from the document register and due-in suspense file. Enter "AK1" in block 1 (cc1-3). Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(5) Record the follow-up in the document register. Erase "AC1," quantity, and Julian date in status code column of Document register. Enter "AK1," quantity, and Julian date the action is started in status code column of Document register.

(6) Send the follow-up to the SSA.

#### **4-15. Modification of previously submitted requests**

**a. To modify a request.** Use a request modifier document DA Form 2765 to modify the following information on previously submitted requests. Use it only when the change pertains to the entire quantity due-in.

(1) Media and Status code, block 3.

(2) Project code, block 19.

(3) Priority designator, block 20.

(4) Required delivery date, block 21.

(5) Advice code, block 22.

#### **b. Preparation.**

(1) If status has been received, use the latest status card. Enter the correct "AM"-series DIC from AR 725-50 (Requisition, Receipt, and Issue System), in block 1. Enter the new data in the appropriate

blocks. Delete a previously submitted code by circling the empty block. Circle these entries using colored pencil or ink.

(2) If no status has been received, prepare a request modifier. Remake the supply request from the document register and due-in suspense file. Enter the correct "AM"-series DIC from AR 725-50 (Requisition, Receipt, and Issue System) in block 1 (cc1-3). Enter the new data in the appropriate blocks. Be sure to include the project code, RDD and advice code if one or more of these codes was entered on the original requisition. If any of these codes are left off, they will be deleted from the transaction automatically. Circle these entries using colored pencil or ink.

**c. Processing.** Record the request modifier in the document register as follows:

(1) If the PD was modified, draw a line through the original PD in column; enter the new PD. Have the request authenticated if required.

(2) Enter the correct "AM" series DIC from AR 725-50 (Requisition, Receipt, and Issue System) the Julian date of the action in status code column.

(3) Send the request modifier to the SSA.

#### **4-16. Reconciliation/validation of supply requests**

a. This paragraph prescribes responsibilities and procedures for MILSTRIP and FEDSTRIP Validation and Reconciliation programs, and prescribes the validation process at the customer level. It also prescribes procedures on performing periodic reconciliation's at all levels of the federal supply system. This process is not applicable to requests for material or contract services to contracting offices or local vendors. These procedures will:

(1) Improve cost effectiveness and readiness by keeping a more credible database within wholesale, intermediate, and retail supply systems. Ensures recognition of the customer as the driving force within the federal supply system. Minimize the manual effort required at the customer level and the ITE required at all levels.

(2) Minimize the funds involved in unneeded requisitions. Provide management and command visibility of the validation and reconciliation process.

b. The reconciliation process is a standard procedure using automated systems for validating materiel obligations with the user and reconciling the due-in and due-out records maintained within the supply chain. The reconciliation process is accomplished monthly and is scheduled so that adjustments generated as a result of one cycle will be posted prior to initiating the next monthly cycle. The process begins with the first SOS providing its customers with a listing of dues out requiring validation. The process continues by adjusting the supporting SSA records with the customers validated requirements. The adjusted SSA/SARSS due-in file will be reconciled on a quarterly basis with the records maintained at the logistics intelligence file (LIF) and SOS. After completion of the above, due-in/due-out records at all levels within the supply system should be compatible.

c. The reconciliation process is as follows:

(1) The supporting SSA establishes a cutoff date each month. Included open requisitions that are more than 30 days old (from document date). All open requisitions recorded at the supporting SSA meeting these criteria will be included in the SSA to customer segment of the reconciliation/validation program.



(2) All open requisitions meeting the process criteria will be included in the intermediate level SSA to logistics control activity segment of the program. All uniform movement and issue priority system PDs will be included in the program. The quarterly SOS materiel-obligation validation schedule for response during the months of February, May, August, and November of each year will be used in place of the LIF "bottoms-up reconciliation" requirement for those months.

(3) One complete cycle of the reconciliation process will be completed each calendar month. Within the monthly cycle each individual segment will be initiated without regard for the completion of any other segment.

(4) The retail level SSA will, after written notification to customer (USMEPCOM activities), initiate cancellation actions for all requisitions not validated by the requesting activity for two consecutive reconciliation cycles.

d. The process also includes a monthly reconciliation cycle run for requisitions that are at least 30 days old without shipping status at the time of cutoff. For example, if the cutoff is 9072, then it would apply to all requisitions without a shipping status dated 9042 or earlier.

e. USMEPCOM activities maintaining a document register and submitting MILSTRIP or FEDSTRIP requisition to the government SSA will validate and reconcile its open requisitions meeting the standard reconciliation and validation criteria at least once each calendar month. Reconciliation procedures will be of interest during inspector general inspections, assistance visits, and CLEAP visits.

f. The continued need for quantities of items due in from SSA will be validated each month. All open materiel or services requested through government procurement channels (Contracting Offices) must also be validated each month. All open local purchases with the DOD Purchase Card must validate the need, authority and cost effectiveness prior to the purchase. It is mandatory that commanders at all levels direct an item-by-item review be conducted with the requestor of the materiel or services to confirm the continued need. There are many changing conditions or requirements that affect the need for an item. These include changes in mission, personnel, equipment, or reorganizations, lateral transfer, and fund reductions. In accomplishing a validation USMEPCOM must do the following:

(1) Check authorization documents to validate the authorization for the equipment, supplies or services.

(2) Check to determine if materiel may have been obtained from another source.

(3) Determine if consumable/expendable medical supplies stocked items are accurately computed based on demand and actual order ship time.

g. When items are identified as no longer required or excessive quantities are identified, requests for full or partial cancellation of the requirement will be submitted to the SSA. When local procurement is accomplished only the actual quantity required for a 30-day operating level will be ordered or the actual quantity required accomplishing the task or requirement. There are no provisions for cancellation of full or partial DOD Purchase Card orders from local vendors. Logistics managers must ensure local procurement requests do not place the activity in an excess posture and that the local procurement of materiel was either more advantageous or cost effective than placing their requirements through the governments supply system.

h. USMEPCOM activities supported by SSA that furnish reconciliation will follow the procedures and suspense date of the SSA concerning validation of open requests. Under the provisions of DOD requirements, customers failing to validate open request(s) are subject to having their requisitions canceled by the supporting SSA. Normally SSA furnishes reconciliations every month.

i. Reconciliation. Each SSA procedures for reconciliation may vary. However, the procedures indicated below are the standard used by most. Each month the SSA will provide two copies of the customer due-out reconciliation list. This list will show all requisitions meeting the validation criteria by the cutoff date recorded at the SSA as due out to USMEPCOM activities, by DODAAC. Both copies of the list will be arranged in document number sequence. After validation as discussed above, the requirements on the list will be reconciled against customer (USMEPCOM activity) document register. In order to ensure complete compatibility of records, the activities document register should also be crosschecked against the SSA due-out reconciliation list. Standard entries made on reconciliation action column or remarks are:

- (1) Enter "OK" if the request is still valid.
- (2) Enter "REC" if the request has been received.
- (3) Enter "CANCEL" if the request should be or has been canceled.
- (4) Make two entries to show a partial cancellation; one showing quantity to be canceled and a second showing quantity still required.
- (5) Make two entries to show a partial receipt; one showing quantity received and a second showing the quantity still open.

j. When a valid due-in is recorded on the document register but is not listed on the customer due-out reconciliation listing received from the SSA, take the following actions:

- (1) Ensure the document date is prior to the reconciliation cutoff date. If not, take no action.
- (2) If status has been received, refer to paragraph 4-11 to prepare the appropriate document. If no status has been received prepare a follow-up document. Attach the document to the customer due-out reconciliation listing and return to the SSA by required suspense date.

k. File one copy of the annotated listing until the next listing is received and processed. Return the second annotated copy, with attached follow-up documents, to the SSA by the required suspense date.

l. Supporting SSAs will ensure that procedures are established to expedite the receipt, return, and control of the customers due-out reconciliation listing. The failure to validate a requisition for two consecutive cycles may result in the cancellation of the requisitions by the SSA.

#### **4-17. Authorization to request/receipt for supplies and services**

a. On appointment, commanders, MRM, or accountable officers will send a copy of assumption of command orders or appointment memorandum to each SSA and contracting officer from which supplies or services are requested and drawn. This authorizes the Command Director or accountable officer to request/receipt for supplies or services. It is also recommended that PBO require PHRH to designate at least two subordinates as authorized to request and receipt materiel from the supply in their absence.

b. DA Form 1687 or other service forms or memorandums are used when an accountable/responsible person wants to designate personnel as authorized representatives to request and/or sign for supplies requiring formal accountability at the user level. The delegation of authority DA Form 1687 will be used to request and/or receipt for all property listed in chapter 6 of this regulation. Commanders and PBOs may designate addition items requiring control by delegation of authority DA Form 1687. For example:

(1) The PBO may designate persons to request/receipt for items from the SSA. Normally two sets of cards or memorandums are prepared and sent to the SSA. One set to the editing branch and the other to the issue/receiving branch. If possible, designate different individuals to perform these actions to reduce potential for fraud, waste, and abuse.

(2) Hand or sub-hand receipt holders may designate personnel to sign "change documents" requests for durable and expendable consumable supplies in their absence. The use of "change documents" is explained in paragraph 7-2-b3.

(3) DA Form 1687 may be used to delegate authority to designated representative to sign or initial forms and records in this regulation. An example is the requirement to review and initial the document register.

c. Prepare a DA Form 1687 or other delegations called for by the supporting SSA in enough copies to meet local requirements.

d. USMEPCOM activities will keep a copy of completed delegation of authority DA Form 1687 on file. Send the other copies to the proper SSA. File hand receipt holder delegation of authority DA Form 1687 in the hand receipt holder file.

e. Only the responsible/accountable officer or persons delegated on DA Form 1687, other federal activities forms or memorandums will sign for supplies or services. Authorized representatives are required to have valid identification. Valid identification is a U.S. Government identification card having the signature and a picture of the person.

f. Keep DA Form 1687 and other delegations current. Use the following procedures:

(1) Prepare a DA Form 1687 delegations of authority to add personnel as authorized representatives. Enter "Added, previous editions remain in effect" in the remarks block or as a paragraph to a memorandum.

(2) To delete personnel, prepare a DA Form 1687, listing the names of the persons deleted. Personnel to be deleted do not sign or initial the card or memorandum. Enter "X" in the "withdraws from" block or as a paragraph to a memorandum. Enter "Deleted" by the name(s) of the individual(s) being deleted and in the remarks block or as a paragraph to a memorandum enter "other personnel listed remain in effect".

(3) DA Form 1687 or memorandums of delegation authority expire on the date entered in the "expiration date" block or as indicated on the memorandum. When forms or memorandums expire prepare new delegations.

#### **4-18. Receipt documents**

a. Materiel issued from most government SSAs is normally issued with DD Form 1348-1 (DOD Single Line Item Release/Receipt Document). The customer acknowledges receipt of the materiel by signing his or her name, rank/grade, and Julian date on the materiel issue document.

b. Items in stock at Army SSA are issued on DA Form 2765-1. The customer acknowledges receipt of the materiel by entering the quantity received in block S, Julian date, signature and rank/grade in block V of DA Form 2765-1.

c. Receipts are also accomplished on DA Form 3161. The customer acknowledges receipt of the materiel by completing the "Supply Action" column and entering the date, printed name, signature and rank/grade in block 15.

d. When items are received from other government activities DD Form 1149 may be used. The customer acknowledges receipt of the materiel by completing block 10 (signature) and block 11 (document number and date).

e. When materiel or services are received directly from contractor or vendor, through the supporting contracting activity they are accompanied by a commercial invoice, DD Form 250 (Materiel Inspection and Receiving Report), or DD Form 1155 (Order for Supplies or Services) (for sample, see fig. 4-1). The customer acknowledges receipt of supplies or services by signing name, printing name, and dating the "receiver" block on the commercial invoice, block 22 on DD Form 250, or block 26 on DD Form 1155. Send a copy of the receipt document to the supporting contract office or SSA within 3 working days. All the documents require the signature and date of the receipt of materiel or services.

f. Whenever materiel or services are received directly from a contractor or vendor and are not accompanied by any documentation, prepare DD Form 250 in four copies. Complete blocks 7, 11, 13, 15, 16 (include document number for each request that pertains to items received), 17, 18, and 22. Complete other blocks only if correct information is readily available, e.g., list on the shipping container. Don't sign block 21B unless technically qualified to certify that items meet contract specifications. Keep one copy of DD Form 250 in file 710-2a and process the receipt according to paragraph 4-19; send remaining copies to either the supporting contract office or SSA.

g. Often materiel and services will be centrally procured by HQ USMEPCOM, MRM (Contracting) and shipped directly to subordinate activities. When this occurs, the receiving activity must review the DD Form 250 or DD Form 1155. The requisition/request number will be indicated by the HQ USMEPCOM DODAAC: W52BKS followed by the document Julian date and document serial number. Verify make, model and serial numbers received, if different than indicated on the receiving document, line through the incorrect information and annotate with the actual make, model or serial number(s) received. The following actions will be taken on receipt of materiel or services received:

(1) Inspect the condition of the materiel received. If unserviceable, damaged, or partial issue, annotate the DD Form 250, block 21, or the DD Form 1155, block 26, in accordance with instructions on the forms.

(2) If discrepancies are noted in either the condition or quantity received, a Standard Form (SF) 364 (Report of Discrepancy (ROD)) must be prepared in accordance with chapter 16. Forward both the DD Form 250 or DD Form 1155 and SF 364 to the addresses indicated in blocks 10 and 12 of the DD Form 250 or blocks 9 and 15 of the DD Form 1155. Failure to process discrepancy reports with the DD Form 250 or DD Form 1155 results in full payment to the vendor(s).

(3) Proper submission of discrepancy reports stops payment until the vendor resolves the discrepancy. All discrepancy reports must be prepared and submitted within three working days of receipt of the materiel or services.

(4) No discrepancies are noted:

(a) DD Form 250: Annotate blocks 17 according to instructions in block 22, date and sign block 22 and forward an original signature copy to the addresses in blocks 10 and 12 of the DD Form 250 (Materiel Inspection and Receiving Report).

(b) DD Form 1155: Annotate block 26 and forward an original signature copy to addresses indicated in blocks 6 and 15 of the DD Form 1155.

(5) If the item received is accountable, place the receiving USMEPCOM activity DODAAC, Julian date, and document serial number in block 4 of the receipt document. Post the transaction to the property book (MAPBS), document register, and the supporting document file within 3 days of receipt. Forward receipt documents to addresses in blocks indicated in (3) above.

(6) If the item is either durable or expendable, place the receiving USMEPCOM activity DODAAC, Julian date, and document serial number in block 4 of the receipt document. Post the document register; all durable items received are posted to the appropriate hand receipt holder/user. Durable/ expendable documents may be destroyed after the completion of posting the document register and durable item(s) to hand receipts.

(7) Failure to process local procurement receipt and discrepancy reports in a timely manner (within three working days of receipt) prevents proper payment and may result in additional expense to the government due to late payment penalty. Payment offices, indicated on receiving reports, cannot process final payment to vendors until they are in receipt of an original signed receipt document. It is essential USMEPCOM activities promptly inspect, receipt for, and forward appropriate documents within three working days of receipt. The receipt date is determined from the shipping document received with the item and the date posted to status block of the document register.

#### **4-19. Processing receipts**

On receipt of materiel or services, take the following actions:

a. Conduct a receipt of property inventory per paragraph 9-1. Post the document register to show the receipt.

b. Post the receipt document to the property book (MAPBS), if appropriate (three working days from the date of receipt are allowed).

c. Place the receipt document for items recorded on the nonexpendable document register in the supporting document. Place all DOD Purchase Card receipt documents in the DOD Purchase Card supporting document file regardless of ARC. Destroy the receipt document for items recorded on the expendable/durable document register (with exception to DOD Purchase Card documents). For all items direct-shipped from a depot to the customer will require the receipt document to be forwarded to the supporting SSA that requisitioned the materiel within 24 hours of the receipt.

d. If the receipt is for the total quantity requested, remove and destroy all status cards from the due-in status file that apply to the request.

e. Use the procedures in this regulation and AR 735-5 (Policies and Procedures for Property Accountability) for reporting and documenting discrepancies.

f. Upon receipt, some property book items require submission of DA Form 2408-9 (Equipment Control Record). See DA Pam 738-750 (Functional Users Manual for The Army Maintenance Management System (TAMMS)), chapter 5.

#### **4-20. Recovered property**

When directed by a survey officer or approving authority in accordance with this regulation (chapter 13) to re-establish accountability for nonexpendable property found or recovered before the report of survey is completed, take the following actions:

- a. Post gain to the applicable property book database(s). Use the document number assigned to the report of survey. Cancel requests for property to replace the lost property that was recovered.
- b. Notify the initiator and appointing authority by endorsement that accountability has been re-established.
- c. Property recovered after the report of survey is completed will be processed per the instructions contained in this regulation (chapter 13). Use the procedures outlined in paragraphs a through c above to post the item(s) to the property book database.

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 1							
1. CONTRACT/PURCH ORDER/AGREEMENT NO. GS-00D-4436A		2. DELIVERY ORDER/CALL NO. DABC-03-98-F-0096		3. DATE OF ORDER/CALL (YYYYMMDD) 1998JUL23		4. REQUISITION/PURCH REQUEST NO. WK4ABC82700101		5. PRIORITY 13				
6. ISSUED BY DIRECTORATE OF CONTRACTING PURCHASING DIVISION, BLDG T-4005 FORT LEE, VA 23801-5172			CODE DOCPUR		7. ADMINISTERED BY (If other than 6) CONTRACTING DIVISION, HQ USMEPCOM 2834 GREEN BAY ROAD NORTH CHICAGO, IL 60064-3094			CODE CONTRACTING				
9. CONTRACTOR NAME AND ADDRESS • UNICOR, CUSTOMER SERVICES AND MARKETING • 320 FIRST ST. N.W. WASHINGTON, DC 20534 •			FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 1998AUG15		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)					
							11. X IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
							12. DISCOUNT TERMS % 10 NET 30					
					13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE BLOCK 15							
14. SHIP TO CODE SUPPLY CDR, COTHAM CITY MEPS, ATTN: SUPPLY TECHNICIAN, 9999 BATMAN CAVE GOTHAM CITY, D.C. 23801			15. PAYMENT WILL BE MADE BY CODE SC1024 DFAS - COLUMBUS CENTER P.O. BOX 182231 COLUMBUS, OH 43218-2231			MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.						
16. TYPE OF ORDER DELIVERY/CALL <input checked="" type="checkbox"/> PURCHASE		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified herein. <b>ACCEPTANCE.</b> THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)						
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT	
1.		CHAIR RTY W/ARMS ERGO, NO. WP8010BLK			4.0000		EA		\$314.00000		\$1,256.00	
2.		WORKSTATION 63" W/EXTENSION LEFT PEDCONSISTING OF DESK SHELL, 7110-01-343-4384; EXTENSION LEFT (LOW), 7110-01-342-8163; STORAGE UNIT, 7110-01-347-7555;			4.0000		SE		\$1050.00000		\$4,200.00	
3		PORTABLE PEDESTAL FILE, 7110-01-350-5509			4.0000		EA		\$320.00000		\$1,280.00	
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA BY: JOHN HENRY, GS12 CONTRACTING/ORDERING OFFICER					25. TOTAL \$6,736.00		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP. NO.		29. D.O. VOUCHER NO.		30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE PARTIAL FINAL				34. CHECK NUMBER			
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY (Print) PROPERTY BOOK OFFICER			39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

DD FORM 1155, DEC 2001

PREVIOUS EDITION IS OBSOLETE.

Figure 4-1. Sample DD Form 1155 (Order for Supplies or Services)

## **Chapter 5**

### **Disposition of Property**

#### **5-1. Disposition of property**

This chapter provides standard and unique procedures for reporting, turn-in and transfer of government equipment/materiel. Responsible and accountable officers must turn-in or dispose of government property when the equipment/materiel is no longer required for mission accomplishment, when equipment/materiel is excess to authorized allowances; or becomes unserviceable or uneconomically repairable; or is "Found on Installation" and is not authorized. This chapter also explains disposition of government and personal property that appear to be lost, abandoned or not accounted for. These items are called "found on installation" property. Procedures for abandoned personal property requires special procedures that must be followed to ensure unnecessary claims are not submitted against the Command.

#### **5-2. Where property is turned in**

Normally excess serviceable and unserviceable government property is turned in to the SSA that issues the item or class of supply. ISAs between USMEPCOM activities and major government installations/activities with SSAs determine the specific SSA where materiel is to be turned in. USMEPCOM activities may turn-in unserviceable materiel to the nearest regional DRMO. If a USMEPCOM activity has problems determining the proper disposition or activity to turn-in property they must contact HQ USMEPCOM (MRM-AD-PB) for assistance.

#### **5-3. Property turn-in procedures**

a. Turn-in action should be initiated no later than 10 working days after the time the item(s) are determined to be excess or unserviceable. Items being turned in should be complete with all components, basic issue items, and user manuals. If not complete a shortage list signed by the activities PBO or responsible officer must be attached to the turn-in document DA Form 3161. All items being turned in should receive a technical inspection to determine condition prior to being turned in to the SSA or Defense Reutilization and Marketing Service (DRMO). USMEPCOM activities obtain technical inspection support for medical equipment according to the Memorandum of Understanding between HQ USMEPCOM and Headquarters, United States Army Medical Command. All other materiel normally receives technical inspection by the government maintenance activities indicated in valid ISAs. Much of the common support equipment on hand (i.e., furniture, durable and expendable items) has little or no technical characteristics. When SSA or DRMO require a technical inspection prior to turn-in and the materiel to be turned in is of little or no technical nature, or the maintenance activity is too far to obtain a technical inspection in a timely manner USMEPCOM assigned supply technicians and supply sergeants may classify the materiel. When classifying materiel use table 5-1(found at the end of this chapter), to determine the condition code. On completion of determining the condition code for each piece of materiel prepare a DA Form 2407 (Maintenance Request) and attach the blue number 4 copy to the turn-in document DA Form 3161.

b. Lateral transfer of serviceable and economically repairable material from one USMEPCOM activity to another with a need can be very cost-effective. To facilitate lateral transfer, excess serviceable and economically repairable materiel will be reported to HQ USMEPCOM (MRM-AD-PB) for redistribution within the Command. Either memorandum, or e-mail will be utilized for the reporting of excess for possible redistribution according to figure 5-1 (found at the end of this chapter). MRM-AD-PB will advertise the availability of excess materiel by e-mail throughout the Command. USMEPCOM activities must review the excess list prior to ordering new or replacement materiel. Activities requesting materiel from the excess list must ensure a need exists within their activity and the requested materiel is authorized in accordance with chapter 2, of this regulation. Upon determining a valid need, activities must contact the Acquisition Division and request the material. Contact may be by e-mail, memorandum or telephonically. The Acquisition Division will notify the activity holding the excess material to lateral transfer the materiel to the requesting activity.



c. To ensure excess materiel is disposed of in an efficient manner, all excess materiel available will be assigned a release date. Activities holding excess may automatically turn-in materiel to their SSA or DRMO when the release date is reached. The release date will normally be 30 working days from the date the materiel was placed on the excess availability list. To facilitate the redistribution/disposition process USMEPCOM activities are encouraged to periodically follow-up to the Acquisition Division in obtaining disposition instructions. When reporting materiel for lateral transfer, USMEPCOM activities must consider and apply the following criteria to ensure cost-effectiveness:

- (1) Would packing and shipping cost exceed the acquisition cost of new materiel?
- (2) If the materiel is repairable, will repair costs exceed 60 percent of the original acquisition cost (if so do not report the materiel).
- (3) Do not use the system to move junk from one location to another. Only report materiel for lateral transfer that you would accept.

d. The only directorate authorized to direct turn-in, or transfer of government property is USMEPCOM (MRM-AD-PB), and for medical equipment is USMEPCOM (MRM-AD-LB). To prevent confusion, other headquarters directorates may inquire about material density, condition and provided input for justification but are not authorized to direct disposition. USMEPCOM, PBOs or responsible officers receiving directions to turn-in, lateral transfer or dispose of any materiel from other than USMEPCOM, MRM-AD-PB or MRM-AD-LB must disregard the direction and notify these offices telephonically. On receipt of disposition instruction from MRM-AD-PB or MRM-AD-LB, take the following action:

- (1) Document each turn-in on a DA Form 2765-1, DA Form 3161, or DD Form 1348-1A (Issue Release/Receipt Document) as applicable, or as directed by the SSA or DRMO.

- (2) Physically turn-in property to the SSA or DRMO responsible for providing support.

e. Property classified as unserviceable/uneconomically repairable will be turned-in directly to the government SSA or to the nearest DRMO. Do not report unserviceable/uneconomically materiel for lateral transfer. Property scheduled for turn-in with DRMO should also be coordinated with the SSA indicated in negotiated approved ISAs. Turn-in transaction will be documented on applicable form(s) as prescribed in paragraph 5-3d, above, or as directed by the SSA or DRMO processing the turn-in transaction.

f. Flags National, which becomes unserviceable, will be destroyed, preferably by burning (according to AR 840-10 (Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates), paragraph 2-12c(1). A certificate of destruction (see fig. 5-2 at the end of this chapter) will be prepared and signed by individual destroying the flag and a witness to the destruction. This document will be assigned a nonexpendable document number and will be used to make necessary property book adjustments. Excess serviceable national flags will be reported to MRM-AD-PB for redistribution/disposition instructions.

g. Flag Organizational Service designation, same as paragraph 5-3f, above.

h. Flag organizational designation (HQ USMEPCOM and MEPS), redesignated activities may retain the flag for display purposes or disposed of it in a dignified manner, preferably by burning. If retained, property accounting will continue. If destroyed procedures in paragraph 5-3f, above apply. MEPS that are to be inactivated will destroy the organization flag and prepare memorandum for certificate of destruction in accordance with paragraph 5-3f, above.

i. State flags, same as paragraph 5-3f, above.

j. Streamers for U.S. Army flag will be reported to MRM-AD-PB for redistribution/disposition instructions.

#### **5-4. Reporting and disposition of information technology equipment**

a. Prior to turn-in, or transfer, all serviceable ITE must be reported to HQ USMEPCOM (MRM-AD-PB). Unserviceable ITE will be turned-in to DRMO. USMEPCOM activities are not authorized to cannibalize either excess serviceable or unserviceable ITE for spare parts without specific written authority of the Directorate of Information Management of this Headquarters. Requests for disposition will be prepared in accordance with figure 5-1 (found at the end of this chapter). Serviceable excess ITE reported for turn-in will be coordinated with the Information Management Directorate by MRM-AD-PB for possible lateral transfer within the Command. Requests may be forwarded by memorandum, fax, or by e-mail.

b. Excess serviceable, or unserviceable materiel awaiting turn-in, will be stored in a secure area at all times, (preferably the supply room/supply storage area) under the operational control of the PBO/supply technician. When materiel is physically returned to the PBO, the hand receipt holder will be provided turn-in credit. All supervisors, managers, and sections chiefs are responsible for equipment until turned in to the PBO/supply technician. Note: All equipment stored in supply awaiting disposition will be carried on the MAPBS under Hand Receipt number EX until physically turned in or transferred.

#### **5-5. Turn-in of excess or unserviceable TDA items**

a. When materiel is no longer required on the TDA, a memorandum requesting a change to the TDA allowances must be submitted in accordance with paragraph 3-4, figure 3-1.

b. Requests for turn-in of excess organic vehicles or GSA vehicles affecting TDA allowances are submitted in accordance with paragraph 3-4, figure 3-1. Additional vehicles are not authorized for peak processing times. The authorized vehicles on your TDA are the only vehicles you will have. Any requirement for additional vehicles will be forwarded to MRM-AD-PB in accordance with paragraph 3-4 and figure 3-1, each and every request will require a strong justification before being considered.

#### **5-6. Turn-in of expendable and durable supplies**

a. Serviceable expendable and durable supplies must be turned in to the SSA or when they are excess. Unserviceable expendable and durable supplies with recovery codes A, D, F, H, O, Z, and L must also be turned in to either a SSA or DRMO. All unserviceable durable items or expendable items, having recovery codes of O or Z are to be turned in as scrap to either a SSA or DRMO. Also, any item/by-product determined to require collection/special handling due to local/state/federal environmental regulations will be complied with. Unserviceable, economically salvageable materiel will be turned in. It is recommended that USMEPCOM activities that are isolated or having a long distance to travel to their assigned DRMO coordinate arrangements through a memorandum of understanding .

b. Batteries containing lithium, mercury, zinc, silver chloride, and certain batteries containing lead acid and nickel have been designated as hazardous materiel by the Occupational and Safety Health Act and the Environmental Protection Agency. These batteries are potentially dangerous to personnel, equipment, and the environment i.e., lithium batteries can explode and vent poisonous gases if exposed to extreme heat (130F). Although these batteries are categorized as expendable, they have a recoverability code of "A" and should be turned in to the appropriate SSA or DRMO when no longer usable even though they may not necessarily be repairable. Magnesium batteries have been determined to be nonhazardous solid waste for disposal purposes. They are not to be accumulated and disposal must be controlled. These batteries are not to be thrown away. Specific disposition guidance can be found in SB 11-6, and 11-30. Check FEDLOG for recoverability code. Commercial batteries obtained through local

purchase with the same elements, as those listed above require the same degree of disposal to include batteries that are list within this guidance.

c. Merchandise (office supplies) purchased through bulk issue GSA supply centers, self-service supply center or ship stores that are no longer required should be turned in. Prior to turn-in USMEPCOM activities should contact the issuing activity to coordinate the forms required and criteria for turn-in. If materiel selected for return does not meet the following criteria, turn-in the materiel to the SSA stock record account or DRMO:

- (1) Materiel is in the same condition as purchased.
- (2) Materiel is in the original unit pack as purchased.

d. GSA CSC merchandise returns must be requested utilizing GSA Form 3580 (Customer Supply Center Discrepancy Report). The form must be initiated in an original and two copies. Instruction for completing the GSA Form 3580, are on the reverse side of the form. Contact the servicing CSC prior to returning the materiel. Prior coordination is essential, as normally CSC will not approve returns that are older than 30 days from the original issuing ticket number/date. If the servicing CSC does not authorize the return; excess materiel must be turned in through a SSA or DRMO.

#### **5-7. Turn-in of “found on installation/premise property”**

a. All “found on installation/premise property” is required to be turned in to the USMEPCOM activities PBO. The activities PBO will determine if a valid requirement and authorization exist for the materiel and either establishes accountability or turn-in the materiel to a SSA or DRMO. If a requirement exists, take the following actions:

(1) Prepare a DA Form 2765-1; include as much information as can be determined from the materiel (i.e., federal supply classification (FSC), unit of issue (UI), quantity, item description, make/model number, and serial number. Assign a document number (DODAAC, Julian date and serial number). Record the transaction in nonexpendable document register DA Form 2064.

- (2) Enter the words “FOUND ON INSTALLATION/PREMISE” in block P.
- (3) Post the document as an increase to the property accounting records balance.
- (4) Complete the document register DA Form 2064.
- (5) File the document in the supporting document file.

b. If there is no need or authorization for the found materiel, turn in to the SSA that would supply the item. If not known, it can be turned in to any SSA or DRMO. Take the following additional steps:

(1) Deliver the materiel to the SSA or DRMO as is. Do not use any resources to upgrade (ring to serviceable condition) the materiel.

(2) No paperwork is required if turning in to an Army SSA. If turning in to other services SSA or DRMO, prepare a DD Form 1348-1A with as much information as can be determined from the item(s).

#### **5-8. Return of discrepant shipments**

a. There are two types of discrepant shipments. There are items that were not requested and items having hidden defects.

b. Turn-in items not requested by using either DA Form 2765-1 or DD Form 1348-1A.

(1) Do not assign a new document number. Use the same one on which the item was received from the SSA. Do not enter the turn-in on the document register DA Form 2064.

(2) Enter return advice code 1T in block 22 of DA Form 2765-1 or card column 65-66 of DD Form 1348-1A.

c. Turn-in items having hidden defects by using either DA Form 2765-1 or DD Form 1348-1A.

(1) Do not assign a new document number. Use the same one that the item was received from the SSA. Do not enter the turn-in on the document register DA Form 2064.

(2) Enter return advice code 1U in block 22 of DA Form 2765-1 or cc65-66 of DD Form 1348-1.

d. Where appropriate or required, prepare and process a SF 364.

e. Deliver the items to the SSA or DRMO turn-in point.

f. Once the clerk accepts the turn-in, take these actions: For property book items, check the property book to see if the original document was posted as an increase to the balance. If it was, post the turn-in as a decrease. If it was not, or after posting, file the turn-in document and the SF when applicable along with the original document.

g. For other than property book items (expendable/durable items), destroy the turn-in document. File the SF 364 if applicable.

### **5-9. Lateral transfer of property**

a. Transfer of serviceable nonexpendable property from one organization to another is known as a lateral transfer. These transfers are made when there is excess serviceable property in one activity and shortages in another. Lateral transfers will be made when approved by, or at the direction of:

(1) For property between USMEPCOM activities. MRM, HQ USMEPCOM, or the Chief of Policy Branch.

(2) For property between USMEPCOM activities and other DA activities. When the transfer involves two major Army commands (MACOM), the transfer will be coordinated between both MACOMS. Assuming favorable coordination, the losing MACOM directs the transfer. In circumstances where the MACOM is the directing/approving authority for lateral transfers between different commands, the MACOM may delegate the authority to the Installation Supply Division or Director of Logistics, or equivalent. MRM, HQ USMEPCOM, is designated as the approving authority for transfers of property to other Army MACOMS. USMEPCOM activities requesting lateral transfer to another Army MACOM must forward the lateral transfer document to HQ USMEPCOM (MRM-AD-PB) for approval and coordination with either the losing or gaining Army MACOM.

(3) For property between USMEPCOM activities, other armed services or other government agencies/organizations must be coordinated/approved on an exception basis by both executive agencies. Forward such requests to HQ USMEPCOM (MRM-AD-PB) for necessary funding, concurrence, nonconcurrence, coordination and forwarding to the correct government agencies involved.

b. Transfer procedure of property are as follows:

- (1) Determine the item to be transferred or follow directive received from this Headquarters.
- (2) Use DA Form 3161 to transfer property book items to USMEPCOM and DA activities.
- (3) Use DD Form 1149 to transfer property book items to DOD or government agencies. The losing activity prepares the required transfer form. Prepare the either the DA Form 3161 or DD Form 1149 in enough copies to meet the need of the losing and gaining activities.
- (4) To expedite the approval/disapproval processing time of transfers involving property between USMEPCOM activities a facsimile copy of the transfer may be transmitted to HQ USMEPCOM (MRM-AD-PB). When an e-mail or memorandum is received by a USMEPCOM activity that directs transfer there is no need to forward the actual transfer document for approval, simply attach the directive to the transfer document. The directive serves as the justification and approval for the transfer. Send all transfer documents involving transfer of property book items to other than USMEPCOM activities and hand receipt annexes DA Form 2062 or automated hand receipt to HQ USMEPCOM (MRM-AD-PB) for approval, concurrence, nonconcurrence, coordination and forwarding to other commands or agencies.
- (5) The PBO of the losing activity will:
  - (a) Assign a document number to the transfer.
  - (b) Notify the gaining activities PBO that the property is being prepared for shipment. Assistance for transportation, packing, and crating, if necessary, should be obtained from the supporting government transportation office as designated in the activities support agreement(s). If the government transportation office is impractical to use because of geographical distance, commercial transportation, packing and crating vendors are authorized to affect the transfer. Transportation and packing costs for item(s) being transferred between USMEPCOM activities are borne by the losing activity. Transportation and packing costs for item(s) being received from other non-USMEPCOM activities/agencies are borne by the USMEPCOM gaining activity. Transportation and packing costs for item(s) being transferred to other commands or agencies will be borne by the gaining non-USMEPCOM activity.
  - (c) Coordination for funding is accomplished through HQ USMEPCOM (MRM-PB-FS).
  - (d) The original and one copy of the transfer will be included in the packing list. Also pack and ship required DA Form 2409 (Equipment Maintenance Log (Consolidated)) for medical equipment. Pending actual receipt by the gaining activity, the losing activity will retain a suspense copy of the transfer. Do not decrease on hand balance until receipt of signed final action copy from the gaining activity.
  - (e) On receipt of receipt final action copy of the transfer, post transaction as a decrease, post date completed to the document register, remove and destroy the suspense copy, and place the final action copy annotated "posted, date posted, and initials of posting individual" accomplishing the transaction.
  - (f) Submit requests for cancellation for all open components pertaining to the equipment.
- (6) The PBO of the gaining activity will:
  - (a) Conduct a receipt of property inventory in accordance with paragraph 9-1, ensuring that property meets the conditions in any transfer directive(s). Sign for the property by completing the appropriate signature block.

(b) Assign a document number in the appropriate block of the transfer, enter the transaction in the document register.

(c) Forward the losing activities PBO a signed copy of the transfer document.

(d) Post the lateral transfer document to the property book as an increase.

(e) Annotate the original transfer document "posted, date of posting, and initials of individual marking posting."

(f) Submit requests for missing components pertaining to the equipment.

(7) The transfer/direct exchange of medical equipment designated in the Medical Standby Equipment Program direct exchange will be managed in accordance with chapter 14. Changes in make, model, and serial numbers will be in accordance with inventory adjustment procedures contained in this regulation.

#### **5-10. Handling and disposition of abandoned or unclaimed personal property at MEPS**

a. The commander is responsible for ensuring all abandoned and unclaimed personal property to include cash is accounted for, safeguarded, and disposed of properly. MEPS account and dispose of abandoned or unclaimed personal property in accordance with the following procedures:

(1) Personal property found within the premises of the MEPS, which appears to have been abandoned, will be immediately secured in the MEPS supply room and reported to the commander.

(2) The commander will appoint a board of officers consisting of one or more commissioned officers, noncommissioned officers, or civilians to inventory and secure such property, and to handle its disposition. The property will be inventoried on plain bond paper; the item description, quantity, and the estimated fair market value of each item will be recorded. Property, which the board has been able to identify as belonging to an individual by reason of name, social security number, or other identification, will be segregated and tagged with the name of the person believed to be the owner. Toilet articles, cosmetics, used or soiled personal items (undergarments) having no value except to the original owner are excluded. These articles will be on the property inventory, but will be discarded immediately, with such action annotated on the remarks block of the inventory document.

(3) Members of the board handling the disposition of unclaimed property will make diligent inquiries to locate the owner, his or her next of kin, or legal representative. Pending the inquiries, the property will be secured in the MEPS supply room.

b. When the ownership has been determined, the property may be claimed by the owner, his or her next of kin or legal representative, at any time prior to disposition. Prior to releasing the property to the owner, his or her next of kin or legal representative, a property transmittal memorandum (see fig. 5-3 at the end of this chapter) will be prepared. The person claiming the property will be asked to sign the memorandum acknowledging receipt of property.

(1) If not claimed by the owner, next of kin or legal representative, the property will not be disposed of for 120 days following the date of notification as illustrated in figure 5-4. This memorandum will include the date and place of the intended disposal, and will be sent by certified mail to that person's last known address. This memorandum informs the owner that his or her property was found, and offers an opportunity to claim the property or to waive ownership, thus unconditionally giving the government the authority to dispose of such property in any manner deemed suitable. Additionally, the cost of

shipping the property to the owner's address will be determined and the owner will be requested to remit a check or money order to cover these costs.

(2) Upon receipt of shipping instructions or a property release document from the owner, his or her next of kin or legal representative, MEPS officials handling the case will comply with the following:

(a) If shipping instructions and a check or money order to cover shipping costs are received, the MEPS will pack and ship property at government expense. The money order or check will be listed on a DD Form 362 (Statement of Charges/Cash Collection Voucher) and forwarded to Defense Finance and Accounting Service. Copies of all correspondence pertaining to the inventory and disposition of abandoned and unclaimed personal property will be maintained on file in the MEPS supply office. These files will be available and are subject to review by USMEPCOM inspectors, staff visits, or internal review personnel.

(b) If a properly executed (notarized) property release document is returned by the owner, his or her next of kin or legal representative, the property will be disposed of immediately. Except when property in question is subject to a lien (e.g., an abandoned vehicle) in such case the MEPS will seek guidance from Judge Advocate, USMEPCOM.

(c) When efforts to determine the owner, his or her next of kin or legal representative are unsuccessful, the property will be disposed of as follows:

(3) If property cannot be identified as belonging to an individual owner (i.e., clothing and other personal effects contained in an abandoned piece of luggage) and the collective value of such property has a total fair market value of \$100 or more, the property and inventory listing will be maintained in the supply room for 90 days, after settlement of responsibility, or consolidation whichever is applicable. At the end of the 90-day period, property not claimed will be turned in to the DRMO. Abandoned personal property that cannot be identified as belonging to an individual owner, with a total fair market value of less than \$100 will be disposed of locally. Recommend destruction or donation to the Salvation Army or Goodwill.

(4) Should the owner attempt to claim the property after it has been disposed of, the MEPS will provide the claimant a copy of the documents identified in paragraph 5-10b(1), above. The document must contain a statement that property is being reclaimed for return to the legal owner. Prior coordination with the DRMO is recommended. When the property was destroyed locally or donated to the Salvation Army or Goodwill, provide the legal claimant a copy of the documents identified in paragraph 5-10b, above and direct the claimant to the nearest government claims office.

c. When abandoned or unclaimed personal property is turned in to the DRMO, the following documents are required as applicable:

(1) A properly prepared DD Form 1348-1A. (Preparation of this form will be coordinated with the servicing DRMO.)

(2) A copy of the inventory for use in establishing accountability at the DRMO (determination of fair market value will be according to its original purpose as opposed to its scrap value), name of owner, if known, will be stated.

(3) A properly executed Personal Property Release Statement (Memorandum), figure 5-5 (found at the end of this chapter), if applicable.

(4) A Statement of finding memorandum prepared by the board, similar to the statement illustrated at figure 5-6.

#### **5-11. Turn in of silver bearing material**

a. The supply technician is responsible for ensuring installation of silver recovery equipment. Installation and operating instructions are provided with new equipment. If installation of equipment is beyond the capability of the MEPS, assistance will be requested from the DRMO.

b. The MEPS will contact the DRMO servicing the local area to make arrangements for direct turn-in of silver bearing material (e.g., hypo solution, hypo solution sludge, hypo solution silver flake, and exposed or out dated x-ray film). Silver bearing materials will not be accumulated in excess of the minimum DRMO acceptable amount. Information as to the minimum acceptable turn-in amount of silver can be obtained from the supporting DRMO; however, supply technicians will limit the storage of recovered precious metal bearing materials to a maximum of 30 days prior turn-in.

c. Because of recent environmental concerns de-silvered hypo solution which exceeds 5 parts per million has been classified as a hazardous waste item and may necessitate special handling during turn-in.

d. To document disposition of silver, and silver bearing materials, supply technicians will establish and maintain records for audit purposes. Turn-in transactions will be documented on DD Form 1348-1A and recorded on the MEPS expendable document register.



<b>Table 5-1 Condition Codes</b>	
<b>Codes</b>	<b>Descriptions</b>
<b>A1</b>	Serviceable (without qualification) / Unused-Good
<b>C1</b>	Serviceable (Priority) / Unused-Good
<b>B2</b>	Serviceable (with Qualification) / Unused-Fair
<b>C2</b>	Serviceable (Priority)/Unused-Fair
<b>D2</b>	Serviceable (Test/Modification) / Unused-Fair
<b>A4</b>	Serviceable (Without Qualification) / Used-Good
<b>A5</b>	Serviceable (Without Qualification) / Used-Fair
<b>A6</b>	Serviceable (Without Qualification) / Used-Poor
<b>B3</b>	Serviceable (With Qualification) / Unused-Poor
<b>B4</b>	Serviceable (With Qualification) / Used-Good
<b>B5</b>	Serviceable (With Qualification) / Used-Fair
<b>B6</b>	Serviceable (With Qualification) / Used-Poor
<b>C3</b>	Serviceable (Priority) / Unused-Poor
<b>C4</b>	Serviceable (Priority) / Used-Good
<b>C5</b>	Serviceable (Priority) / Used-Fair
<b>C6</b>	Serviceable (Priority) / Used-Poor
<b>D3</b>	Serviceable (Test/Modification) / Unused-Poor
<b>D4</b>	Serviceable (Test/Modification) / Used-Good
<b>D5</b>	Serviceable (Test/Modification) / Used-Fair
<b>D6</b>	Serviceable (Test/Modification) / Used-Poor
<b>E7</b>	Unserviceable (Lmtd Restora.) / Repairs Required-Good
<b>E8</b>	Unserviceable (Lmtd Restora.) / Repairs Required-Fair
<b>E9</b>	Unserviceable (Lmtd Restora.) / Repairs Required-Poor
<b>F7</b>	Unserviceable (Reparable) / Repairs Required-Good
<b>F8</b>	Unserviceable (Reparable) / Repairs Required-Fair
<b>F9</b>	Unserviceable (Reparable) / Repairs Required-Poor
<b>G7</b>	Unserviceable (Incomplete) / Repairs Required-Good
<b>G8</b>	Unserviceable (Incomplete) / Repairs Required-Fair
<b>G9</b>	Unserviceable (Incomplete) / Repairs Required-Poor
<b>HX</b>	Unserviceable (Condemned) / Salvage
<b>HS</b>	Unserviceable (Condemned) / Scrap
<b>SS</b>	Unserviceable (Scrap) / Scrap

(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM, ATTN: MRM-AD-PB,  
2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094

SUBJECT: Request for Redistribution/Disposition of Excess (ITE)

Reference: USMEPCOM Regulation 710-2, (date), Requisition and Issue of Supplies and Equipment

Request disposition/turn-in instructions on the following materiel:

LIN:  
NSN, MCN OR SNF:  
Nomenclature:  
Date of Manufacture: (Mandatory: Day, Month, Year)  
Manufacturer:  
Model Number:  
Serial Number:  
Condition Code: (Mandatory)  
Unit of Issue:  
Quantity:  
Unit Cost: (Mandatory)  
Total Price: (Mandatory)  
3: (See notes 1 and 2.)

Point of contact at the (UNIT NAME) is (NAME), DSN (NUMBER), or commercial (xxx) xxx-xxxx.

Commander's signature block

**Notes:**

If item(s) are TDA property, provide appropriate TDA changes as required by USMEPCOM Regulation 710-2, paragraph 5-5.

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**Figure 5-1. Sample request for redistribution/disposition of excess ITE**

---

(Letterhead)

(OFFICE SYMBOL)

(Date)

MEMORANDUM FOR COMMANDER, (USMEPCOM ACTIVITY)

SUBJECT: Certificate of Destruction

C E R T I F I C A T E

In accordance with USMEPCOM Regulation 710-2, paragraph 5-3f, the flag(s) listed below were destroyed on this date:

NSN	Description	Quantity
8345-00-656-1445	Flag, National US 4'4"x 5'6" w/fringe	1 ea.

(PBO/Supply Technician signature block)

(Witnessed by signature Block)

cc:

CDR, \_\_\_\_\_

**Document Number** \_\_\_\_ - \_\_\_\_

---

**Figure 5-2. Sample certificate of destruction of flags**

**Property Transmittal Document**

The personal property identified at the enclosed inventory was found abandoned in the premises of (MEPS NAME) MEPS, on (DATE).

This property is, hereby, returned to \_\_\_\_\_ (NAME) \_\_\_\_\_ the legal owner/authorized representative.

\*The action of this Military Installation in releasing this property does not vest title in the recipient. Such property is released to you to be retained or disposed of as a custodian according to the laws of the State of the owner's residence.

I, (SIGNATURE OF ABOVE NAMED OWNER/AUTHORIZED REPRESENTATIVE), hereby acknowledge receipt of the property listed on the enclosed inventory.

(Date)

\_\_\_\_\_  
property book officer signature block

\*Use this statement only if property is being returned to the owner's next of kin or legal representative; otherwise, delete.

---

**Figure 5-3. Sample of a property transmittal document**

(Letterhead)

(USMEPCOM Activity)

(Date)

Name

Address

City, State, Zip

Dear (Mr./Mrs./Ms. Name):

This is to inform you that on (date), the articles identified on the enclosed inventory listing were found in the premises of our station. We have identified this property as belonging to you. You may claim the property; you're next of kin, or your legal representative any time prior to the disposition date stated below. Our hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday, except legal holidays. In conformity with our regulations you are, hereby, advised that the property will be turned into the Defense Reutilization and Marketing Office or disposed of 120 days after the date of this notification. A request for return of the property after this date will be honored only if disposition has not been made. Should you desire to have the property shipped to your address, request you provide shipping instructions and a check or money order in the amount of (dollar amount), payable to the Treasurer of the United States to cover shipping costs. In the event you do not wish to claim the property, you may execute and return the enclosed Personal Property Release Statement. For further information, contact the undersigned, telephone (number).

Sincerely,

Commander's civilian signature block

---

**Figure 5-4. Sample memorandum of notification to owner**

**Property Transmittal Document**

The personal property identified at the enclosed inventory was found abandoned in the premises of (MEPS NAME) MEPS, on (DATE).

This property is, hereby, returned to \_\_\_\_\_ (NAME) \_\_\_\_\_ the legal owner/authorized representative.

\*The action of this Military Installation in releasing this property does not vest title in the recipient. Such property is released to you to be retained or disposed of as a custodian according to the laws of the State of the owner's residence.

I, (SIGNATURE OF ABOVE NAMED OWNER/AUTHORIZED REPRESENTATIVE), hereby acknowledge receipt of the property listed on the enclosed inventory.

(Date)

\_\_\_\_\_  
property book officer signature block

\*Use this statement only if property is being returned to the owner's next of kin or legal representative; otherwise, delete.

---

**Figure 5-5. Sample format of personal property release statement**

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(Date)

SUBJECT: Disposition of Abandoned/Unclaimed Personal Property

STATEMENT OF FINDING

Pursuant to the provisions of DOD 4160-21M, paragraph 60c, the Board, appointed by the (MEPS NAME) Military Entrance Processing Station Commander, to inventory and dispose of subject property, has determined that property be transferred to the Defense Reutilization and Marketing Office for further disposition. The articles identified on the enclosed inventory are abandoned or unclaimed personal property found in the premises of (MEPS NAME) MEPS. \*Owner has failed to respond to a memorandum of notification advising as to the disposition of such property. The memorandum of notification was dispatched by registered mail over 120 days ago.

---

Commander's signature block

\*Delete if statement is not applicable.

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**Figure 5-6. Sample statement of finding**

## **Chapter 6**

### **Assigning Responsibility for Property/Hand Receipt Procedures**

#### **6-1. General**

a. This chapter gives procedures for assigning responsibility for government property and hand receipting property to the supervisory or users level. It also includes procedures for managing property by using an inventory list. The proper assignment of hand receipt holders is essential in ensuring the degree of supply discipline required by DOD regulations and directives. MAPBS generated hand receipts, and inventory lists are the only methods a responsible or accountable officer has to delegate direct responsibility to supervisors or actual users of the property. Without accurate and up to date hand receipts or inventory lists commanders and PBO remain directly responsible for property under their control.

b. Various records are used to assign responsibility for property. These records are:

- (1) The activities property book.
- (2) Hand receipts, and sub-hand receipts.
- (3) Temporary hand receipts.
- (4) Equipment receipts (dispatches and sign-out registers).
- (5) Inventory lists.

c. General requirements for keeping records of responsibility are in (1) through (3) below. Specific instructions for keeping these records are in the rest of this chapter or the applicable automated property systems functional user manuals for hand receipt maintenance.

(1) Responsibility must be assigned for nonexpendable items accounted for on the activities property book.

(2) Items coded as durable, will be accounted for on the property book. Note: Except commercial off the shelf software Reference AR 25-1, paragraph 6-2g, Property Book Accountability.

(3) Expendable items do not need to be entered on hand receipts or sub-hand receipts (except where other wise noted). However, everyone is responsible for the proper utilization and care of expendable items. PBO will use USMEPCOM Form 700-3-2-R-E as a means to record requests and issues of expendable materiel to the hand receipt holder level. A nonaccountable property issue file for each hand receipt holder will be maintained to indicate receipt of materiel. The USMEPCOM Form 700-3-2-R-E item column may be modified to reflect common items issued to hand receipt holders. The form maybe obtained from the MEPNET and reproduced on 8 1/2 inch-by 11 inch plain white bond paper. The form is available through Jet Flow form program that will facilitate forwarding request to the supply room through electronic means. Expendable components of end items that require use of a component listing or shortage annex will be listed and identified on the document. Hand receipt holders will assume direct responsibility for these items upon signing the document. Control sensitive expendable items and tools issued from USMEPCOM supply issue points using hand receipt, temporary hands receipt procedures in this chapter or regulation, as applicable.

#### **6-2. Primary hand receipt holder designation**

The commander having command responsibility designates the PHRH. The designation/appointment will be in written format, normally as an additional duty appointment. PHRH will normally be supervisors of



sections, divisions, directorates, or major office functional groups. When other than supervisors are designated as PHRH, it must be understood that supervisors responsibility is retained (ref: par. 2-5b). PHRH are encouraged to sub-hand receipt equipment/materiel to subordinates/actual user level when possible. The signature of a designated individual on a hand receipt establishes direct responsibility for all property indicated on the hand receipt. Hand receipt holders are also directly responsible for ensuring the proper degree of physical security and maintenance is applied to all government property under their control.

a. Hand receipts are required whenever property book or durable items are issued. The hand receipt lists the property that has been issued. The signature of a person on a hand receipt establishes direct responsibility. The automated property book systems designated for use in USMEPCOM will prepare separate hand receipts for designated hand receipt holder by property book identifier code (PBIC). Two copies of the hand receipt will be produced by the automated property book system. The original is kept by the PBO and maintained on file. Copy number 2 is provided to the hand receipt holder. For sub-hand receipts prepared by the hand receipt holders; the hand receipt holder keeps the original. Copy number 2 is provided to the sub-hand receipt holder (actual user). There is no restrictions on the number of times property can be sub-hand receipted, but under normal circumstances; should not exceed from the commander, to the supervisor, to the user. This chapter explains both manual and automated hand receipt procedures. An automated hand receipt is the preferred method and will be used by USMEPCOM activities. Manual hand receipts will only be used when automated property accounting systems or the ITE they operate on become inoperable for a prolonged period of time. Performing changes to on hand balances, serial number and other adjustment should always be accomplished as they occur through the automated property systems. Manual change documents should only be used when the number of transactions does not allow time to post changes as they occur or the automated property system or ITE is inoperable.

b. It is the responsible officers or accountable officers (when appointed) responsibility to keep hand and sub-hand receipts current at all times. Do this by posting changes as they occur or when the designated system(s) are inoperable by using manual change documents. When change documents are used, the following apply:

(1) Use DA Form 3161 for issue and turn-in transactions between the PBO and hand receipt holder. The form is also used for issue and turn-in transactions between the hand receipt holder and the sub-hand receipt holder. Prepare the form in two copies. The person who issues or turns in the item keeps the original. The person receiving the property keeps the second copy. File copies of manual change documents with the proper hand or sub-hand receipt. Refer to the functional user manual for automated change data entry transactions requirements. Automated change transactions are normally in DD Form 1348-1A, or DA Form 2765, 80-card column format. Users of MAPBS, use the Edit File Menu options 2 through 7 to make real time changes to hand receipts files.

(2) Hard copies of MAPBS hand receipts are produced from the Reports Menu.

(3) Post changes to hand or sub-hand receipts files as they occur in accordance with the designated system functional user manual.

(a) Before the change of hand or sub-hand receipt holders. Note: When the hand receipt holder is replaced, all property listed on the hand receipt will be inventoried in accordance with chapter 6. The inventory will be accomplished before the new hand receipt holder assumes responsibility for the property. Responsible officer will specify how much time will be allowed to conduct the inventory. Normally the period should not exceed 30 calendar days. Further, it is strongly recommended that when a hand receipt holder leaves the area for a period in excess of 30 calendar days (i.e., temporary duty, leave, or extended duty) a temporary hand receipt holder be designated. A joint inventory will be conducted

upon departure and return of the hand receipt holder. This will ensure that the interests of the hand receipt holder are protected in his/her absence.

(b) Before a change of responsible officer inventory is made in accordance with chapter 6.

(4) Post change documents to hand/sub-hand receipts as follows:

(a) Compare all change documents. When an issue and a turn-in have been made for the same item, post only the difference in quantity. Line out serial numbers for items turned in when posting manual change documents. Enter new serial numbers to manual hand receipts above the lined out entry, if applicable. Prepare the necessary data input for the automated system for serial numbers to be deleted or added.

(b) Subtract quantities turned in or expended (toll tickets/tokens) from the old quantity shown for the item for manual hand receipts; enter the new quantity in the next quantity column. If new quantity is zero (0), line out the block. Line through the serial numbers of the items turned in. For automated systems data entry the quantities turned in or expended (toll tickets /tokens) form the old quantity; enter the new quantity. If new quantity is zero (0), delete the record from the hand receipt date file for the applicable hand receipt. Perform any necessary serial number changes through data entry to the serial number file.

(c) Destroy change documents after actions (a) through (d) above have been completed.

(5) Maintenance receipt/request such as DA Form 2407 and commercial vendor receipt documents may be used to document items turned in for repair between the PBO and the hand receipt holder. If the items turned in for repair are serial numbered ensure the serial numbers are annotated on the maintenance request/receipt. DA Form 2407 are only valid for 6 months.

c. The MAPBS, Hand Receipt Files replaces manual DA Form 2062. This automated property system provides the user with the ability to keep track of property book and durable items assigned to the primary and sub-hand receipt holders. Activities will utilize the following procedures:

(1) Due to USMEPCOM wide use of nonstandard equipment (not assigned NSNs) or LINs it is important users keep accurate records in accordance with paragraph 6-8 to ensure duplication of assigned stock number fill (SNF) and LIN do not occur. The following data for preparation of automated hand receipts is automatically pulled from the property book file(s) and serial number file(s) PBIC, LIN, NSN, publication data, NSN nomenclature, generic nomenclature, unit of issue, Controlled Inventory Item Code (CIIC), and Special Requirements Code. The only data effecting the hand receipt files that differs from the property book file(s) is the individual hand receipts authorized and on-hand quantities which are a sub-total of the property book total quantities. Serial and registration numbers are added to hand receipts by indicating the relationship to hand receipt number, LIN, NSN; The accuracy of hand receipts is dependant on the accuracy of management date in the property book and serial data files.

(2) The MAPBS, Functional User Manual gives the proper sequence in which files must be used.

d. Questions regarding MAPBS installation, files building or routine files maintenance should be telephonically referred to HQ USMEPCOM (MRM-AD-PB) telephone numbers (commercial) (847) 688-3680, extensions 7378, 7379, 7381, or 7386.

### **6-3. Temporary hand receipt procedures**

a. PHRHs and receipt-receipt holders of USMEPCOM activities will not loan, move, or transfer item(s) to members of another element (Directorate, division, section, branch, or major office functional

group) unless approval is obtained from the owning PBO. Hand receipt holders must be apprised that they are receipted for the property and ownership rest with the responsible or accountable officer of the activity. That loaning, moving or transferring items without the PBO's coordination, knowledge or approval will result in loss of accountability and subject them to requirements in accordance with MEPCOM Regulation 735-5 (Policies and Procedures for Property Accountability). USMEPCOM activities are not authorized to temporary hand receipt items to other federal activities without approval of USMEPCOM (MRM-AD-PB). Emergency approval may be requested telephonically to temporary loan property to other USMEPCOM activities. Routine requests will be forwarded by e-mail or memorandum format. When property is loaned the following procedures will be used.

b. If automated hand receipt procedures are not used prepare DA Form 3161 in two copies as a temporary hand receipt. The person issuing the items keeps the original copy. The person receiving the items keeps the second copy.

c. Prepare a folder for filing temporary hand receipts. File the original copies in date sequence.

d. Destroy both copies of temporary hand receipts when the property is returned.

e. Review the temporary hand receipt file daily to find if any are due to expire shortly. Within five days prior to expiration of the temporary hand receipt DA Form 2062, take the following actions:

(1) Notify the hand receipt holder and arrange for return of the property not later than the expiration date. Destroy all copies of the hand receipt when the property is returned.

(2) If the person still needs the property, issue it using a new hand receipt DA Form 2062.

h. Temporary hand receipt procedures for automated systems require adding the hand receipt holder to the system. After adding the user, perform a change hand receipt transaction to the temporary hand receipt holder. Prepare an automated hand receipt and follow the procedures of b through d above.

#### **6-4. Management of property by use of an inventory list**

a. The following procedures will be used when the PBO or responsible officer finds that it is impractical to further assign responsibility to another person for property. For example, this situation may exist when shift operations, multi-use classroom, or large support equipment are involved. This provision does not apply to items in storage that the PBO has control over. Inventory lists will be the exception rather than the rule. They will be used only when a responsible person cannot be determined or where property is located. The PBO or responsible officer retains responsibility for the property. When this option is used, follow these procedures:

(1) For manual procedures prepare DA Form 2062 in two copies as an inventory list. The PBO or responsible officer keeps the original copy. Copy two is kept in the area where the property is located and placed where it can be easily seen. Prepare an inventory list for each room or other area.

(2) Mark the property so that a person unfamiliar with it can easily identify it. Identification data may be put on labels and attached to the property. The items should be retained in an area to which access can be monitored.

(3) The PBO or responsible officer will include the following in the activities SOP:

(a) Instructions for people working in the room or area where the property is located. Instructions will require a comparison of the property on the list with that in the room/area. Include procedures for reporting discrepancies.

(b) Instructions for reporting property moved from one location to another.

(c) Any restrictions the PBO or responsible officer wants to include.

b. Inventory the property at least annually. The PBO or responsible officer will make this inventory. Count items listed on the inventory list. Compare item serial numbers with those recorded on the inventory list and check the items for visible defects. If property has been lost, damaged, account for the items according to MEPCOM Regulation 735-5.

#### **6-5. Controlling components of end items**

This paragraph applies to major items with components (less consumables) for sets, kits, and outfits (SKOs). Component items are not assigned LINs. Rather than individually accounting for each item that configures a SKO on the property book, users sign for the major item and components that make up the SKO. Components because of their nature require control. These items are collectively referred to as components in this paragraph. A hand receipt for an end item with components is a line item description of the end item followed by a list of all component that make up the end item. Component hand receipts are required for the purposes of configuration control. Procedures for preparation and maintenance of component hand receipts for the MAPBS can be found in the functional user procedure manual.

a. When property is issued to the intended user, responsibility for components will be assigned by using a component hand receipt. The actual quantity of components on hand will be shown. The component hand receipt is the record of responsibility for items listed thereon. It is also a record validating component shortages. The component hand receipt serves as a hand receipt for the applicable end item identified as the first item on the component receipt or the SKO identified in the heading of the component hand receipt. The essential elements of data for the component hand receipt are as follows:

- (1) From.
- (2) To.
- (3) End item NSN, MCN, or SNF.
- (4) End item description and model number.
- (5) Publication (user manual and/or model number).
- (6) Publication date.
- (7) Quantity.
- (8) NSN, MCN, SNF, PN (of component).
- (9) Item description (of component) (serial number(s) entered in pencil after printing).
- (10) Accounting requirements code.
- (11) CIIC.
- (12) Unit of issue.
- (13) Quantity authorized.

(14) Quantity on hand.

(15) Signature, date, grade/rank.

b. If preprinted component hand receipts are available, their use is mandatory, unless you are utilizing an automated component listing. Component hand receipts will have changes posted as they occur.

c. When preparing component hand receipt files for commercial item(s) without supply catalogs, use the equipment users manual that identifies component items.

d. The PBO will have on request all nonexpendable, durable, or expendable component shortages for hand receipt holders. (Unless items are predetermined not required to perform mission requirements, refer to par. f below.)

e. Normally replenishment for consumables will be requested by the hand receipt holder.

f. USMEPCOM activities may request that a SKO be maintained at less than 100 percent fill. Prepare and forward a memorandum to HQ USMEPCOM (MRM-AD-PB) requesting reduction of required allowances contained in the user manual. Justification could be the item is not needed for mission accomplishment. The request will be reviewed, if approved; the original memorandum will be endorsed. The approval is valid until such time as either the activity deems necessary to modify or this headquarters deems it necessary to reconstruct the SKO to its original component configuration.

g. Component tools of the Tool Kit Self Help (LIN MC0390) should be under the control of the PBO. The PBO will sign out individual tools for use by activity personnel by using DA Form 5519-R, (Tool Sign Out Log/Register) or component sub-hand receipt.

## **Appendix A**

### **References**

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.usapa.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://neds.nebt.daps.mil/>)

Air Force (<http://www.e-publishing.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>)

GSA and Standard Forms

(<http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>)

**Section I** (The publications needed to comply with this regulation.)

#### ***Required Publications***

#### **USMEPCOM Regulation 25-3**

Managing Automatic Data Processing (ADP) Resources. Cited in paragraph 3-8.

#### **USMEPCOM Regulation 40-1**

Medical Processing and Examinations. Cited in paragraph 3-7.

#### **USMEPCOM Regulation 215-1**

Morale, Welfare, and Recreation Amusement Vending Machine Fund. Cited in paragraph 2-10b.

**Section II** (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

#### ***Related Publications***

#### **AR 1-100**

Gifts and Donations.

#### **AR 25-1**

Army Information Management.

#### **AR 25-400-2**

The Army Records Information Management System (ARIMS).

#### **AR 600-4**

Remission or Cancellation of Indebtedness for Enlisted Members.

#### **AR 700-84**

Issue and Sale of Personal Clothing.

#### **AR 710-2**

Inventory Management Supply Policy Below the National Level.

#### **AR 725-50**

Requisitioning, Receipt, and Issue System.

**AR 735-5**

Policies and Procedures for Property Accountability.

**AR 840-10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

**AR 870-20**

Army Museums, Historical Artifacts, and Art.

**CTA 50-900**

Common Table of Allowances, Clothing and Individual Equipment.

**DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures).

**DA Pam 738-750**

Functional Users Manual for The Army Maintenance Management System (TAMMS)

**DOD 4160.21-M**

Defense Reutilization and Marketing Manual.

**GSA Bulletin FPMR E-215**

Supply and Procurement.

**SB 8-75-MEDCASE**

Army Medical Department Supply Information.

**SB 700-20**

Army Adopted/Other Items Selected for Authorization/List of Reportable Items.

**Technical Bulletin Med. 521**

Technical Bulletin

**TM 38-L03-19**

Standard Army Intermediate Level Supply System Procedures for Customers.

**Section III** (Publications prescribed by this regulation.)

***Prescribed Publications***

None

**Section IV** (The forms needed to comply with this regulation.)

***Required Forms***

**DA Form 1687**

Notice of Delegation of Authority-Receipt for Supplies. Cited in paragraphs 4-3a, 4-17b, 4-17b(3), 4-17c-f, and 4-17f(1-3).

**DA Form 2062**

Hand Receipt/Annex Number. Cited in paragraphs 2-1c(2), 2-5c, 5-9d(4), 5-9b(5), 6-1a, 6-1b(2), 6-1c(3), 6-2b(1), 6-2b(4), 6-2b(5), 6-3e, 6-3e(2), 6-4a(1), and 6-4c.

**DA Form 2064**

Document Register for Supply Actions. Cited in paragraphs 4-3c, 5-7a(1), 5-7a(4), 5-8b(1), and 5-8c(1).

**DA Form 2407**

Maintenance Request. Cited in paragraphs 5-3a and 6-2b(5).

**DA Form 2409**

Equipment Maintenance Log (Consolidated). Cited in paragraph 5-9b(6).

**DA Form 2765**

Request for Issue or Turn-In. Cited in paragraphs 4-7c(2), 4-7f, 4-9b, 4-14, 4-15a, and 6-2b(1).

**DA Form 2765-1**

Request for Issue or Turn-In. Cited in paragraphs 4-7c(2), 4-7f, 4-18b, 5-7a(1), 5-8b, 5-8b(2), 5-8c, and 5-8c(2).

**DA Form 3161**

Request for Issue or Turn-In. Cited in paragraphs 2-13c, 4-7c(3), 4-18c, 5-3a, 5-3d(1), 5-9b(2), 5-9b(3), 6-2b(1), and 6-3b.

**DA Form 3953**

Purchase Request and Commitment. Cited in paragraphs 4-2a, 4-7b(1), 4-7c(5), and 4-8e(2).

**DA Form 5519-R**

Tool Sign Out log/Register. Cited in paragraph 6-5h.

**DD Form 250**

Material Inspection and Receiving Report. Cited in paragraphs 4-18e–g and 4-18g(1, 2, and 4).

**DD Form 362**

Statement of Charges/Cash Collection Voucher. Cited in paragraph 5-10b(2).

**DD Form 1155**

Order for Supplies or Services. Cited in paragraphs 5-18e, 5-18g and 5-18g(1, 2, and 4).

**DD Form 1348-1A**

Issue Release/Receipt Document. Cited in paragraphs 5-7b(2), 5-8b, 5-8b(2), 5-8c, 5-10c(1), 5-11d, and 6-2b(1).

**DD Form 1348-6**

Single Line item Requisition System Document, DOD (Manual-Long Form). Cited in paragraphs 4-7c(6) and 4-7f.

**DD Form 2357**

Hazardous Component Safety Data Statement (HCSDS). Cited in paragraph 1-4a(5).

**GSA Form 3542**

Customer Supply Order Form. Cited in paragraphs 4-7b(2), 4-7c(2), 4-7c(2), and 4-7c(7).

**SF 364**

Report of Discrepancy (ROD). Cited in paragraphs 4-18g(2), 5-8d, 5-8f, and 5-8g.



**USMEPCOM Form 25-3-1-R-E**

Information Mission Elements Need Statement (IMENS). Cited in paragraph 3-8.

**USMEPCOM Form 700-3-1-R-E**

I.M.P.A.C. Purchase Request. Cited in paragraph 4-7b(2) and 4-7c(8).

***Section V*** (The forms prescribed by this regulation.)  
***Prescribed Forms***

None

***Section VI*** (The file numbers this regulation prescribes for the user to file specific documents.)  
***Prescribed File Numbers***

**71-32h**

Supply or equipment authorizations. Cited in paragraph 3-11.

**700-131a**

Equipment loans. Cited in paragraph 2-11a.

**710-2a**

Property book and supporting documents. Cited in paragraphs 2-1c and 4-18f.

**710-2e**

Property office designations. Cited in paragraph 2-12e.

**710-2m**

Receipting authorities. Cited in paragraph 2-3.

**735-5a**

Stock inventory and reconciliations. Cited in paragraph 3-1c.

## **Appendix B**

### **Federal Supply Classification Class Assignments**

Listed below are common FSCs of materiel used by this Command. This list is not a complete listing of FSC. For a complete list of FSC refer to Department of The Army Pamphlet 708-1, table 3-1.

FSC Class	Title
2310	Passenger Motor Vehicles
2320	Trucks & Truck Tractors Wheeled
3445	Punching & Shearing Machines
3550	Vending & Coin Operated Machines
3610	Printing, Duplicating & Bookbinding Equipment
3615	Pulp & Paper Industries Machinery
3920	Materials Handling Equipment, Non-self propelled
4110	Refrigeration Equipment
4120	Air Conditioning Equipment
4140	Fans, Air Circulators, Blower Equipment
5110	Hand Tools, Edged, Non
5120	Hand Tools, Non edged, Non
5130	Hand Tools, Power Driven
5180	Sets, Kits, & Outfits of Hand Tools
5210	Measuring Tools
5805	Telephone & Telegraph Equipment
5815	Teletype & Facsimile Equipment
5820	Radio Equipment
5830	Intercommunication & Public Address Systems
5835	Sound Recording & Reproducing Equipment
5836	Video Recording & Reproducing Equipment
5895	Miscellaneous Communication Equipment
5965	Headsets, handsets, Microphones & Speakers
6350	Miscellaneous Alarm & Signal Systems
6505	Drugs and Biological
6510	Surgical Dressing Materials
6515	Medical & Surgical Instruments, Equipment & Supplies
6525	X-ray Equipment & Supplies
6530	Hospital Furniture/Equipment
6532	Hospital & Surgical Clothing
6630	Chemical Analysis Instruments
6540	Opticians: Instruments, Equipment & Supplies
6550	In Vitro Diagnostic Substances, Regents, Test Kits & Sets
6640	Laboratory Equipment & Supplies
6650	Optical Instruments
6670	Scales & Balances
6710	Cameras, Motion Picture
6720	Cameras, Still Picture
6730	Photographic Projection Equipment
6910	Training Aids ITE Configuration
7025	ITE Input/Out & Storage Devices ITE Software
7035	ITE Accessorial Equipment
7045	ITE Supplies & Support Equipment
7105	Household Furniture
7110	Office Furniture

7125	Cabinets, Lockers, Bins & Shelving
7195	Miscellaneous Furniture & Fixtures
7220	Floor Coverings
7230	Draperies, Awning & Shades
7310	Food Cooking, Baking & Serving Equipment
7320	Kitchen Equipment & Appliances
7420	Accounting & Calculating Machines
7430	Typewriters & Office Type Composing Machines
7435	Office Information System Equipment
7450	Office Type Sound Recording & Reproducing Machines
7460	Visible Record Equipment
7490	Miscellaneous Office Machines
7510	Office Supplies
7520	Office Devices & Accessories
7530	Stationery & Record Forms
7540	Standard Forms
7610	Books & Pamphlets
7630	Newspaper & Periodicals
7690	Miscellaneous Printed Matter
7730	Phonographs, Radios & Television Sets, Home Type
7810	Athletic & Sporting Equipment
7820	Games, Toys & Wheeled Goods
7830	Recreational & Gymnastic Equipment
7910	Floor Polishers & Vacuum Cleaning Equipment
8345	Flags & Pennants
8405	Outer wear, Men's
8410	Outer wear, Women's
8415	Clothing, Special Purpose
8430	Footwear, Men's
8435	Footwear, Women's
8455	Badges & Insignia
8465	Individual Equipment
9660	Precious Metals Primary Forms
9670	Iron & Steel Scrap
9680	Nonferrous Metal Scrap
9905	Signs, Advertising Display & Identification Plates
9999	Miscellaneous Items

**Appendix C****Automated Requisitioning Objective/Reorder Point for Medical Consumable Supplies (Instructions for Use of Excel Spreadsheet)****C-1. Automated requisitioning objective (RO)/reorder point (ROP)**

The MEPS will utilize the RO/ROP program to maintain a record of receipts and issues to establish a RO/ROP on each medical consumable item stocked.

**C-2. Managing the spreadsheet records for medical consumable supplies**

The MEPS will utilize the established folder on the supply technician's personal computer Windows desktop to manage the spreadsheet records for medical consumable supplies according to the following instructions:

a. Step 1 — Open The Expendable Medical Supplies Folder On Your Desktop. Double-click the folder "Expendable Medical Supplies" icon on your desktop.

b. Step 2 — Maintaining Files – Item Information Update.

(1) Double-click on the file name of the item requiring update, e.g., "Pregnancy Test Kit.xls," to open the file (this will automatically open Microsoft Excel).

(2) Ensure the following information for the item selected is kept up to date according to the data in the MMAL:

(a) BLOCK "A2" — nomenclature (identified in the MMAL).

(b) BLOCK "B2" — NSN/MCN/PN - N/A if not applicable.

(c) BLOCK "C2" - unit price.

(d) BLOCK "D2" — UI.

(e) BLOCK "E2" — ARC (identified in the MMAL).

(f) BLOCK "F2" — Acquisition advice code (identified in the MMAL).

(g) BLOCKS "G2 through "G125" — Remarks: make notes regarding this item that are particular to your MEPS, e.g., one box = 12 bottles; use as much space as you need.

(h) BLOCK "A7" — SOS information in detail – (name, address, telephone number, and point of contact (be very specific)).

(i) When completed and ready to save the file, click on the "save" icon.

**\*\*\*NOTE\*\*\*DO NOT ATTEMPT TO TYPE IN THE "HIGHLIGHTED/SHADED" AREAS or you will get an error message.**

c. Step 3 — Maintaining Files – Demand History Update.

(1) At the bottom left hand corner of the current worksheet, click once on the "DEMAND HISTORY" tab. This will bring up worksheet 2 (Demand History).

(2) Keep information for the item you selected up to date: In BLOCK “A1,” ensure the nomenclature is up to date. Update by typing over existing information and press enter. Don’t worry about the length; the entire name will be displayed.

(3) Only the most recent six orders are identified in this program, continue to post your orders over the existing information as follows when you are ready to post the 7th order:

(a) Enter the next date ordered in BLOCK “J10.”

(b) Enter the quantity ordered in BLOCK “K10.”

(c) Enter the date full order received in BLOCK “L10.”

(4) Ensure the total issues by month for the last 12-months are correctly entered in the quantity block for each of the respective months (blocks B7 through B18), e.g., if the last 12 months began in Aug 00, in blocks B7 through B18 begin by entering the amount for Jul 00 and then work your way backward (Jun through Jan 00 and Dec through Aug 99).

d. Step 4 — Maintaining Files – Issue/Receipt Update.

(1) BLOCKS “D8–D125,” — Type in the dates of issues or receipts in calendar format, e.g., 05 Aug 00.

(2) BLOCKS “E8–E125” (ISSUED) — Type in the quantity issued for that particular date (use separate lines for each entry (transaction) OR BLOCKS “F8–F125” (RECEIVED) — Type in the quantity received for that particular date (use separate lines for each entry (transaction)).

(3) The shelf quantity, BLOCKS “H8–H125,” will automatically adjust as each entry (transaction) is inputted (see the illustration that follows).

(4) BLOCKS “B7–B18” – At the end of each month, add up the number of issues (column E) and enter it by replacing the existing information in the appropriate month, e.g., Aug, in the demand summary quantity (column B).

(5) Using separate lines for each entry (transaction) continue to post the issues or receipts as they occur (see the illustration above).

(6) When you’ve reached the 125th entry (transaction) (see par. G-3c), enter the shelf quantity identified in block H5 into block H7 and delete all issue and receipt data in columns D, E, and F. You will enter the date of the next issue or receipt in block D8 and repeat process outlined in paragraph G-2d (Step 4). All order placed information (blocks J10 through L15) will remain unchanged and you will continue the process outlined in paragraph G-2c(3) (Step 3).

(7) When updated and ready to save the file, click on the “save” icon (see the illustration in par. G-2b(2)(i)).

e. Step 5 — How To Recreate A Folder On The Desktop (In The Event There Is A Total System Failure.

**\*\*\*WARNING\*\*\*DO NOT ORDER INFORMATION IN BLOCKS J10, K10, OR L10 UNTIL THE FULL ORDER IS RECEIVED or a negative number will result.**

(1) Minimize all open windows by clicking once on each minimize button located in the upper right hand corner.

(2) Place pointer (white arrow) in blank area of screen (desktop) and right-click on your mouse.

(3) From the pop-up menu that appears select “New” and then “Folder”.

(4) Type in “Expendable Medical Supplies” as the new folder name and press the Enter key.

f. Step 6 — How To Recreate The Spreadsheet (In The Event There Is A Total System Failure).

(1) Utilizing your backup diskettes, restore your data into your “Expendable Medical Supplies” folder on your desktop. If there are problems with the restoration, contact your systems administrator.

(2) In the event no backup diskettes are available and the files must be completely reestablished, the MEPS will contact this Headquarters, ATTN: MRM-AD-PB, to obtain a copy of the original set up instructions if a copy was not kept in the supply room.

### **C-3. Additional information**

a. The highlighted/shaded areas contain formulas for calculating the RO and ROP. Attempting to enter information in any of these areas will prompt an error message. If this error message is received, click on “OK” in the message and continue to work.

b. Do not delete the “Set Up Record.xls” file and save a copy to a diskette. It may be required to establish a record for a new item, reestablish your files, etc.

c. Old DA Form 1300-4 (Stock Control Card) will be retained for one year after the initial set up of the automated files and then properly disposed of. When the 125th entry (transaction) has been inputted in your automated files, print a copy of your record and retain (file number 710t) for one year and then properly dispose of.

d. At the end of each month, backup files by saving to diskette. More information can be saved to a diskette by zipping the files. If there are any questions or problems, contact your systems administrator.

e. Notice the RO, ROP, and number of days to receive automatically change as data is inputted.

f. To delete information, use the delete key. Do not use the space key to delete; it will cause an error in the program.

g. Place the solid white cross (cursor) on the red triangle for field information.

h. Periodically test the calculations by using the RO/ROP table at appendix B of the MMAL to ensure the automated calculations and those of the table coincide.

i. To print files, the page setup must be set to “Landscape”.

<b>***WARNING*** DO NOT ENTER ORDER INFORMATION IN BLOCKS J10, K10, OR L10 UNTIL THE FULL ORDER IS RECEIVED or a negative number will result.</b>
---

## **Glossary**

### **AR**

Army regulation

### **ARC**

account requirement code

### **AVMF**

Amusement Vending Machine Fund

### **BOI**

basis of issue

### **BT**

budget technician

### **CLEAP**

Command Logistics Evaluation and Assistance Program

### **CIIC**

controlled inventory item code

### **CSC**

Customer supply center

### **CTA**

common table of allowances

### **DA**

Department of the Army

### **DOD**

Department of Defense

### **DIC**

document identifier code

### **DODAAC**

Department of Defense activity address code

### **DRMO**

Defense Reutilization and Marketing Office

### **DSN**

Defense Switch Network

### **EDD**

estimated delivery date

### **FAD**

force activity designator

**FEDLOG**

Federal Logistics Data Base

**FEDSTRIP**

federal standard requisitioning and issue procedures

**FSC**

federal supply classification

**FY**

fiscal year

**GSA**

General Services Administration

**HQDA**

Headquarters, Department of the Army

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**IAA**

interim authorization approval

**IMENS**

information mission elements need statement

**LIF**

logistics intelligence file

**ISA**

interservice support agreement

**ITE**

information technology equipment

**LIN**

line item number

**MACOM**

Major Army command

**MAPBS**

USMEPCOM Automated Property Book System

**MCN**

management control number

**MDC/MCS**

The Deputy Commander/Chief of Staff, United States Military Entrance Processing Command

**MEAD**

USMEPCOM equipment authorization document



**MEPS**

military entrance processing station

**MILSTRIP**

military standard requisitioning and issue procedures

**MIT**

MEPCOM Information Management

**MMAL**

medical material allowance list

**NSN**

national stock number

**PBIC**

property book identifier code

**PBO**

property book officer

**PD**

priority designator

**PN**

part number

**PHRH**

primary hand receipt holder

**RDD**

required delivery date

**RO**

requisitioning objective

**ROP**

reorder point

**SARSS**

Standard Army Retail Supply System

**SDD**

standard delivery date

**SF**

Standard Form

**SKO**

set, kit, and outfit

**SNF**

stock number fill

**SOP**

standing operating procedures

**SOS**

source of supply

**SSA**

supply support activity

**TAC**

type address code

**TDA**

tables of distribution and allowances

**UIC**

unit identification code

**UND**

urgency of need designator

**USMEPCOM**

United States Military Entrance Processing Command

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